

REGULAR WEEKLY SESSION-----ROANOKE CITY COUNCIL

May 5, 2003

9:00 a.m.

The Council of the City of Roanoke met in regular session on Monday, May 5, 2003, at 9:00 a.m., the regular meeting hour, in the City Council Chamber, fourth floor, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, Virginia, with Mayor Ralph K. Smith presiding, pursuant to Chapter 2, Administration, Article II, City Council, Section 2-15, Rules of Procedure, Rule 1, Regular Meetings, Code of the City of Roanoke (1979), as amended; and pursuant to Resolution No. 36193-010603 adopted on January 6, 2003, which changed the time of commencement of the regular meeting of Council to be held on the first Monday in each month from 12:15 p.m. to 9:00 a.m.

PRESENT: Council Members C. Nelson Harris, William D. Bestpitch, M. Rupert Cutler and Mayor Ralph K. Smith -----4.

ABSENT: Council Members Alfred T. Dowe, Jr., Linda F. Wyatt, and William H. Carder -----3.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; and Mary F. Parker, City Clerk.

COMMITTEES-CITY COUNCIL: A communication from Mayor Ralph K. Smith requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended, was before the body.

Mr. Bestpitch moved that Council concur in the request of the Mayor to convene in Closed Meeting as above described. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Harris, Bestpitch, Cutler and Mayor Smith-----4.

NAYS: None-----0.

(Council Members Dowe, Wyatt and Carder were not present when the vote was recorded.)

ACTS OF ACKNOWLEDGEMENT-CITY COUNCIL: A communication from Mayor Ralph K. Smith requesting that Council convene in a Closed Meeting to discuss a special award, being the Shining Star Award, pursuant to Section 2.2-3711(A)(10), Code of Virginia (1950), as amended, was before the body.

Mr. Bestpitch moved that Council concur in the request of the Mayor to convene in a Closed Meeting as above described. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Harris, Bestpitch, Cutler and Mayor Smith-----4.

NAYS: None-----0.

(Council Members Dowe, Wyatt and Carder were not present when the vote was recorded.)

CITY COUNCIL: A communication from the City Manager requesting that Council convene in a Closed Meeting to consult with legal counsel on a specific legal matter requiring the provision of legal advice by counsel, being the terms and conditions of a contract in negotiation, pursuant to Section 2.2-3711(A)(7), Code of Virginia (1950), as amended, was before the body.

Mr. Cutler moved that Council concur in the request of the City Manager to convene in Closed Meeting as above described. The motion was seconded by Mr. Bestpitch and adopted by the following vote:

AYES: Council Members Harris, Bestpitch, Cutler and Mayor Smith-----4.

NAYS: None-----0.

(Council Members Dowe, Wyatt and Carder were absent when the vote was recorded.)

At 9:05 a.m., the Mayor declared the meeting in recess.

The Council meeting reconvened at 9:10 a.m., in Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, with Mayor Smith presiding, and all Members of the Council in attendance, except Council Member Carder.

ACTS OF ACKNOWLEDGMENT: Gwin Ellis, Assistant to the City Manager for Special Projects, introduced delegates from Legacy International's Community Connection Program, which is a volunteer non profit organization, in association with the International Trade Association of Western Virginia, and the Piedmont World Council. She advised that the organization provides business opportunities, training and citizens exchange for business managers, entrepreneurs, and local government officials from 11 countries of the former Soviet Union. She stated that the delegates are from Kyrgystan, Central Asia, and will observe the day-long Council proceedings.

ITEMS LISTED ON THE 2:00 P.M., COUNCIL DOCKET REQUIRING DISCUSSION/CLARIFICATION AND ADDITIONS/DELETIONS TO THE 2:00 P.M. DOCKET: NONE.

BRIEFINGS-TRAFFIC: The City Manager introduced a briefing on traffic calming measures for Grandin Road, Memorial Avenue and Westover Avenue, S. W.; whereupon, Robert K. Bengtson, Director, Public Works, described traffic calming measures/improvements, as follows:

- **Grandin Road:** The goal is to provide traffic calming by reducing the actual and perceived street width of Grandin Road from Memorial Avenue to Westover Avenue; the street is now 55 feet wide and will be reduced to 22 feet at its narrowest point, which is to be accomplished by widening the sidewalk along the west side of the street and extending the curb into the street near the street corners along the east side of the street, while retaining all on-street parking; an area will be provided for truck loading; the transit bus stop will be relocated to the next block; crosswalks will be enhanced with a decorative treatment (brick imprint and color); and turn lanes at the traffic signal will remain the same.
- **Memorial Avenue/13th Street:** The goal is to provide traffic calming by changing how the lanes are striped on the pavement from Grandin Road to Wasena Terrace; the traffic volume on

Memorial Avenue and 13th Street is within the range that can be handled by two lanes instead of the four lanes that have been in place; two bicycle lanes will be added and the one full-time parking lane will be provided on the south side of the street; work is to begin soon with the repaving of the street; staff has studied the need for a traffic signal at the Memorial and Roanoke Avenues intersection, but criteria have not been met and staff will continue to study the area; the last two blocks of Memorial Avenue, closest to Grandin Road, will not be changed and the two blocks will require additional design work so that improvements are more closely associated with Grandin Road improvements.

Discussion by Council:

The unsightly barrels on Memorial Bridge should be removed.

The City should take advantage of opportunities to install bike lanes and apply appropriate stenciling to denote bike lanes.

There should be a bike lane from the area to downtown Roanoke and back.

Bicycle racks should be installed on the front of buses.

The appearance of the fencing at Virginia Heights Elementary School should be improved. (The City Manager advised that it would be appropriate, following the briefing, to present the plans to the school administration for input on ways to make the school more attractive and to fit in with the new image.)

There is a need to improve the appearance of the intersection at Memorial Avenue and Campbell Avenue. (The City Manager advised of the need to beautify the intersection through possibly purchasing right-of-way to make certain improvements, and in the future, staff and Council should review all gateways to the City, with a goal of focusing on those important areas.)

There is a need for better signage to identify neighborhoods.

There is an opportunity to improve river frontage and create a gateway.

There should be consistency in the appearance of projects involving the use of bricks throughout the City.

The City Manager summarized the discussion as follows: City staff will proceed with the Memorial Bridge project as soon as possible with paving and restriping to two lanes, one lane in each direction, to the intersection of Wasena Terrace and Cambridge Avenue; and staff will proceed with detailed design and drawings for Grandin Road and provide Council with an actual cost estimate.

BRANDING-CONSULTANTS REPORTS: The City Manager introduced a briefing on branding and the regional initiative.

Chris Slone, Public information Officer, advised that the mission is three fold: to attract new business, to increase tourism, and to increase the level of civic pride, or to raise the collective self-esteem of the City of Roanoke. He stated that branding is the process of identifying what makes Roanoke special, and then determining how to sell the process in such a way that separates Roanoke from the cities that it competes against.

He advised that Landor Associates, an international firm, will guide and facilitate the process in conjunction with the Regional Alliance. He called attention to two distinct campaigns, both being facilitated by Landor and key stakeholders in the City will be community leaders, citizens, public relations professionals, etc. He called attention to the experience of Landor, which is the largest branding firm and a leader in the entire branding arena; some of the brands that Landor has done corporately include BP, FedEx, New York Stock Exchange, consumer brands such as KFC, Secret Deodorant, and Tide, etc.; Landor has prepared destination brands such as the State of Florida's tourism, Sea World, Traverse City, Michigan, the City of Hong Kong, Salt Lake City Olympics, and the prior two Olympics. He advised that the process includes five phases; i.e.: Phase I is the discovery phase which includes information gathering, interviews of the key people, a research review of the first two steps, developing a brand vision which will include a vision statement, and defining the scope, roll and goals of the branding effort; a cursory audit of what is unique about the City of Roanoke, such as its natural beauty, academic excellence, historic landmarks, heritage, the Star, transportation and accessibility.

He stated that Landor will review trends overall; i.e.: what makes the City “hot,” what are the trends in terms of marketing to Americans in this post 9-11 world; management interviews, stakeholder interviews, and person on the street interviews, which are on going. Although still a work in progress, he stated that Roanoke can be defined as being situated in a rich natural environment.

Mr. Slone advised that Phase 2 is referred to as strategic platform development in order to develop a brand equity model, where personality aspects, performance, sources of authority that Roanoke delivers, such as its nationally accredited public safety agencies, big city cultural amenities, heritage, the rail history, what are Roanoke’s symbols such as the Star and other identifying attributes, such as The Hotel Roanoke, etc.; functional benefits and emotional benefits, all of which will be funneled into the brand equity model, in order to develop a brand driver which is a simple, unique, telling, creative insight that drives and unites everything that is done with regard to the brand. He explained that in funneling all of the information to determine what is Roanoke’s driver, three things were considered; i.e.: Roanoke is the right size with big city amenities and a small town feel, Roanoke has a “can do” spirit, Roanoke has a kind of gateway to the great outdoors, with a mountain in the heart of the City and mountains all around the area, plus national forests, etc. He stated that Phase 3, which will begin in May and go through June begins identity development; the actual design is decided upon in Phase 4, or the look and feel of the brand mark, by addressing such questions as: how we go about selling the brand, or the process of prioritizing what should be associated with the brand in order to make it successful, and establishing guidelines for use; and Phase 5 will include the wrap up stage which involves development of brand guidelines that are similar to a written standards manual and explains the strategy in simple terms and philosophy.

The City Manager advised that Roanoke sells itself once people visit the area; however, the problem is in attracting visitors to Roanoke for the first time. She stated that Roanoke has a difficult time today saying who and what Roanoke is to the people of Virginia and outside of Virginia, which is a challenge; and it is hoped that one of the accomplishments of the branding opportunity will be to raise the level of appreciation of Roanoke’s own residents about how special the Roanoke Valley is. She added that Roanoke’s are their own worst critics, which is not unusual; the City of Roanoke has much to be proud of, which is the purpose of the branding effort; and if the recommendations of the consultant are not accepted by the citizens, the branding initiative will not be successful, which is one of the reasons that the branding team is on the street engaging in public interviews and talking with stakeholders.

Discussion by Council:

- **It is unfortunate that there is a misunderstanding by some members of the community that consideration will be given to eliminating the "Star City" as Roanoke's logo, which was never the intent of the branding initiative. It is also unfortunate that some citizens have the mistaken impression that the City plans to spend \$300,000.00 for just a slogan, when the process is intended to develop an outline of a campaign to market the Roanoke Valley.**
- **Why is the word "village" instead of "City" or "urban center" used in describing Roanoke. (The City Manager explained that the correct words may not be in place, but the effort is to define the uniqueness of Roanoke.)**
- **It is disconcerting that one has to leave the Roanoke area to discover its greatness.**
- **The challenge will be to find a way to enlist all of Roanoke's citizens to be Roanoke salespersons.**

The City Manager advised that it is important to help Roanoke's understand that selling the community is a positive, not a negative. She advised that a further report will be submitted to Council at the next appropriate time to keep the Council informed on the progress of the branding initiative.

LIBRARIES: The City Manager introduced a briefing on funding for the study of the Roanoke City Public Library, as requested by the Library Board at a Budget and Planning Committee meeting on Monday, March 3, 2003.

The Assistant City Manager for Community Development advised that at the March 3 meeting, considerable input was provided by the Council in terms of those items the Council would like to include in the request for proposals; whereupon, she presented a draft and a program schedule working in conjunction with the Library Board and the Library Director. She explained that the consultant will be asked to answer the question: What should the library of the future be? She added that all aspects of the library system will be reviewed, i.e.: the main library, the law library, and the five branch libraries, and a community input process will be developed to understand the needs of the community, both currently and in the future for a state-of-the-art library. She advised that the study should be completed in June with the

Request for Proposal to follow, selection of a consultant in September, 2003, the public process will begin in October, a draft report will be submitted by the consultant in August, 2004, and a recommendation will be submitted to the Council in October 2004.

Ms. Russell advised that at the March 3 Budget and Planning Committee meeting, Council Members suggested including the Art Museum in the study; to ensure that the Library is linked to the Internet to foster international attention, to partner with public schools, colleges, and universities, to ensure that archival storage with the History Museum is included in the consultants study, to ensure that all available resources in the community, both public and private, are included by incorporating Parks and Recreation Centers, and to ensure that there is a complete analysis and inventory of community needs. She stated that the Capital Maintenance Equipment and Replacement Program will be used to fund the library study.

The City Manager advised that the Library Board and the Library as an organization has believed for a long time that the facility is in need of expansion, renovation, or a new building; however, as City Manager, she has repeatedly stated the position that the City of Roanoke needs to examine what the role of the library should be in the future and to develop a constituency before constructing buildings. She called attention to the Outlook Roanoke Plan in which Council indicated that if and when something different happens with the library, the facility will be moved, either on site or to a different location, but such action would not be simply an expansion of the existing building. She stated that there has been a goal to encourage persons to hold the idea of a building in abeyance until the elements of what should be included in the building is defined, but the building element does not need to be either limited to or complement the current system because the current system may need to be quite different in the future when taking into consideration the availability of school resources, the community college, the Higher Education Center, local museums that house historical documents, etc. She stated that given the capital budget that Council has adopted, and given the challenge of replacing two high schools, it will be a number of years into the future before the library project can begin.

Discussion by Council:

- The consultant should look at other structures in downtown Roanoke such as the former Heironimus building as a possible new location.

- Will the City attempt to find a way to make the library as accessible as possible to downtown businesses and neighborhoods?
- Why does Roanoke need a paper library?
- Will there be a review of the relationship between the school system, the school library system and the public library?
- The consultant should make suggestions on how to support the library, not only in terms of dollars but in terms of staffing for the future. Libraries originated because many citizens could not afford to purchase books. Society is now moving more toward libraries for persons who can afford to be connected to the Internet, therefore, library staff is needed who are trained on ways to access the Internet.

HOUSING/AUTHORITY: The City Manager introduced a briefing on Fair Housing issues and advised that City staff will attend a meeting of the Fair Housing Board on Thursday May 6, 2003, and would like to receive input by Council regarding a proposed change in direction for the Fair Housing Board.

The Assistant City Manager for Community Development advised that the Fair Housing Board, consisting of seven members, was appointed by Council in 1973; in 2002, the Fair Housing Board presented a report to Council listing 42 home impediments, and education was listed as a top priority for the Fair Housing Board. She stated that a housing study addressed the lack of regional housing choice, housing for low and moderate income individuals, and the lack of diversity in housing. She called attention to a draft ordinance that will be presented to the Council in approximately two months containing certain updated information, new definitions, and certain protected classes that were not included in the original Fair Housing Ordinance; and the Fair Housing Board has participated in workshops on educational training.

Ms. Russell explained that the Commonwealth of Virginia has created a Fair Housing Board, effective July 1, 2003, which will consist of 11 members appointed by the Governor, including a representative of local government, an architect, a representative of the mortgage lending industry, a representative of the property and casualty insurance industry, a representative of the residential property management industry, a contractor, a representative of the disabled community, a representative of the residential land lease industry, and three citizens at large,

which will include all areas of expertise that should be involved in fair housing issues. She advised that staff is seeking the concurrence of Council to introduce new language to the Fair Housing Board that is not included in the present ordinance which will be of assistance in focusing on education issues as a mission of the Fair Housing Board, and staff will provide information to the public on Federal, State and City fair housing laws, and possible solutions to fair housing issues, by making both tenants and landlords aware of the resources of the Fair Housing Board and its authority to conciliate and to hear fair housing complaints.

Question was raised as to the status of a billboard which was recently installed in the City in connection with fair housing; whereupon, the City Manager advised that the decision was made by the Fair Housing Board to install the billboard without prior review by the City Manager's Office. She stated that because the Fair Housing Board, to its credit, has not been involved in fair housing complaints, the Board has looked for other ways to be engaged and involved in the community. In terms of the Council's appointment of individuals to boards and commissions and communications with those entities, she advised that there needs to be some direction as to how Council would like for those kinds of activities to be reported to the Council as a body. She explained that the City of Roanoke is in an unusual situation in that Roanoke was technically grandfathered with a Fair Housing Board because the Council in its wisdom in the 1970's appointed a Fair Housing Board prior to the time that fair housing was on the books in the State of Virginia; however, the State has now taken on the responsibility. She added that revisions to the fair housing ordinance are at the request of the Fair Housing Board and its staff to mirror provisions in the State Code; and it appears that the State intends to increase its enforcement activities, which is the reason that City staff believes it is currently more appropriate for the Fair Housing Board to operate in an educational mode as opposed to an enforcement mode, since State and Federal agencies are currently assigned with those responsibilities.

Discussion by Council:

- The Fair Housing Board should focus on education activities. In addition to acting in an advisory capacity, the Board could promote fair housing without getting into the enforcement side of the issue, develop recommendations for consideration by Council in regard to housing for individuals who suffer with physical disabilities and cannot find housing that accommodates their particular need. This is not technically a discrimination issue because no law requires landlords of older buildings to retrofit such buildings to accommodate residents or potential residents who are disabled.

- Without being involved in the enforcement issue, the Fair Housing Board could submit recommendations on ways that the City Council could encourage increasing the availability of different types of housing.
- There should be a better understanding of test scores in City schools, versus County schools, which will be another avenue to encourage persons to seek housing in the City of Roanoke.
- Roanoke is becoming a community composed of older citizens with people who are looking for one level housing which is difficult to find; therefore, there is a need to talk with realtors and builders in connection with housing needs in the City of Roanoke so that they will have a clear understanding of the City's goals and vision in the housing arena as it pertains to the Roanoke community of the future.

In summary, the Assistant City Manager for Community Development advised that both home ownership and rental property will be addressed with the Fair Housing Board, in conjunction with those suggestions that may be legally enacted and will not constitute a repetition of State actions.

VIRGINIA CARES-GRANTS: The City Manager called attention to a request of the Virginia CARES organization to use the City of Roanoke as its sponsor for funding for fiscal year 2004. She referred to action previously taken by the Council in December 2003 which authorized the City of Roanoke to serve in that capacity for the second half of the fiscal year from January to June, with the understanding that Virginia CARES would either find another jurisdiction to take on the sponsorship role or seek funding directly from the Federal Government so as not to use a local government as its conduit. She explained that it was discovered last week that the State is requiring that Virginia CARES file its application very quickly, therefore, Virginia CARES has requested that the City of Roanoke once again act as its sponsor. She stated that representatives of Virginia CARES were requested to summarize efforts to engage another Virginia locality as their sponsor, however, efforts to date have been unsuccessful. She advised that Virginia CARES is again requesting that the City of Roanoke assume the role of local sponsor, concurrence by Council is requested, and formal action by Council is not required until the grant is approved in approximately 30 days.

There was discussion with regard to liability issues, if any; whereupon, Mr. Bestpitch, Council's representative to the Total Action Poverty Board of Directors, advised that the City will be acting as a fiscal agent in this capacity and not assuming any responsibility for the program, management, or delivery of services,

etc. He stated that in the unlikely event that some liability should occur, the City regularly provides funds to TAP and there would be some ability on the City's part to negotiate how the issue would be resolved. He advised that since the relationship between the City and Virginia CARES is positive, the ground work has already been done, it would be inefficient to suggest that another locality should assume the sponsorship role; therefore, it would be hoped that the City of Roanoke will move forward and continue to assist Virginia CARES.

Ms. Wyatt, Council's liaison to the Virginia CARES Board of Directors, advised that in appreciation of the fact that the City of Roanoke has been willing to act as agent for Virginia CARES, the organization has not requested local funding by the City, believing that the City's local sponsorship represented the City of Roanoke's contribution. She stated that if it were not for the work of Virginia CARES, those persons participating in the program would end up on the City's welfare roles and in the City's Police Department, because the majority of the people that Virginia CARES serves, especially in the southwest Virginia area, will ultimately end up in Roanoke and the City will have to deal with them one way or another.

Mr. Cutler concurred in the remarks of Council Members Bestpitch and Wyatt.

The City Manager advised that based upon the remarks of the Members of Council, it appears that there is a consensus by the Council to concur in the request of Virginia CARES for the City of Roanoke to continue to serve as local fiscal agent.

SEWERS AND STORM DRAINS-COMPLAINTS-CITY CODE: The City Manager called attention to concerns expressed by residents with regard to a single family house that was moved to the intersection of Hershberger Road and Shamrock Street, N. W., in August 2002; and residents of the area complained about the appearance of the house, the site distance of the house which is not in line with other houses on the block, and the need for a neighborhood overlay district which would mitigate some of the problems that were caused by location of the house. She advised that sanitary sewer hookup is not located immediately in front of the property and is approximately 200 feet away; City policy requires that if sanitary sewer is within 300 feet, the City will participate in the expense of taking the line to a site within that 300 feet, but there is no requirement that the individual property owner must participate in the cost of extending the sewer line; therefore, the property owner obtained a permit through the Health Department for installation of a septic tank. She explained that currently, the City has no regulations prohibiting installation of a septic tank, therefore, another home will be served by a septic tank when public sewer is within 300 feet of the dwelling. She advised that the City of Roanoke should discourage the use of septic tanks within the City limits, and

especially in those areas where there is a reasonable distance where the line could be extended. She stated that unless otherwise directed by the Council, City staff will prepare the appropriate amendment to the City's sanitary sewer regulations so as to avoid the continuation of septic tank systems in the City of Roanoke.

Discussion by Council:

- More information is needed relative to costs.
- The City of Roanoke should not require a property owner to extend a sanitary sewer line beyond their property line when other localities provide the option of installing a septic system.
- The City Manager's objective is to eliminate septic tanks in the City of Roanoke as quickly as possible. Septic tanks have a life expectancy and a potential for polluting ground water and as the dependency on ground water for the water supply is extended, more wells will be drilled, therefore, further pollution of ground water resources should be avoided.

COMMUNITY PLANNING: The City Manager advised that the Comprehensive Plan is now available on a computer disk for easy access.

TOPICS FOR DISCUSSION BY COUNCIL:

PARKS AND RECREATION-BUDGET: Council Member Bestpitch referred to e-mail correspondence indicating that the City plans to eliminate funding for hanging flower basket program which has been implemented throughout the City; whereupon, he inquired as to the status of the program.

The City Manager advised that she was not aware of plans to eliminate funding, it is intended to place hanging flower baskets on Memorial Bridge, the City is experimenting with the idea of expanding the hanging basket program to other locations in addition to the downtown Roanoke and Gainsboro areas, and some baskets will contain artificial flowers as opposed to live flowers.

There was discussion with regard to displaying live flowers versus artificial flowers, and it was noted that the hanging basket program has been a source of pride for many citizens as a means to beautify the City, and some Members of Council suggested that live flowers be used as opposed to artificial flowers.

The City Manager advised that she will investigate the matter and respond to the Council's inquiry at a later time.

SCHOOLS: Council Member Wyatt called attention to the possibility that parents may attend Council's 7:00 p.m. session to express concern with regard to elimination of school resource officers at the two high schools, and there should be a clear definition of whether the City or the School Board budget funds the positions.

The City Manager explained that Student Resource Officers are a responsibility, cost-wise, of the school system, which instituted the program a number of years ago; and two resource officers are assigned to each of the middle schools and each of the high schools. She explained that several years ago, the school system was under the impression that there was grant funding for two additional Student Resource Officers, one each for the two high schools; it is the understanding of the Chief of Police that at the time the schools wanted to add the two additional resource officers, the Chief of Police expressed a commitment to pay for the additional officers even if the grant was not received; the City has always been reimbursed for the officers who are on the City's payroll; the officers are trained, hired, recruited, and supervised by the Chief of Police and his management staff; and when the City discovered that it was not eligible to receive the grant because the grant was intended to fund new programs and not to expand an existing program, the Police Department continued to provide the additional resources officers. She called attention to confusion about reimbursement and the City was not reimbursed for some period of time, therefore, beginning this fiscal year, the City began to bill the school system and was informed during the budget process by school representatives that the school system did not intend to continue the two resource officers; the Chief of Police agreed that the City would fund the officers for the balance of the fiscal year, and he would identify a means to absorb funding so that the officers would return to the Police Department at the end of the school year. She stated that if the school system would like to continue resource officer funding at its current level, the necessary adjustments could be made in the budget because it is believed to be a school responsibility and should be budgeted accordingly. She explained that the City has provided additional funds, beyond the original estimate to the schools, in the amount \$400,000.00, which is a revenue option that is available for school resource officers as well as other school needs. She advised that the use of School Resource Officers has changed over the years and on some occasions, School Resource Officers have been used to address disciplinary problems which was not the intent of the original placement. She called attention to a meeting of the Police Chief and the School Superintendent to review statistics and to clarify the roles of various individuals within the school system, since the

schools also employ a significant number of security officers, many of whom are retired Police Officers and Sheriff's deputies, who are actually responsible for security; School Resource Officers were originally hired to facilitate an understanding and communication between students and Police Officers, and not to mete out discipline; however, they are currently called upon to handle what would typically be referred to as disciplinary problems, which is not the role they were intended to play. She stated that the matter is an issue that should be discussed by the Council and the School Board and could be a potential agenda item for the Council and the School Board joint meeting on Thursday, May 8, 2003.

Ms. Wyatt advised that the Thursday joint meeting of the Council and the School Board would not be the appropriate time to address the matter since the School Superintendent will not be in attendance.

Mr. Bestpitch concurred in Ms. Wyatt's statements and advised that it would be appropriate for the Council to send a message to the School Board in terms of the Council's concerns and expectations as the body that appoints School Board Trustees to their respective offices.

At 11:40 a.m., the Mayor declared the meeting in recess until 2:00 p.m., in the City Council Chamber.

At 2:00 p.m., on Monday, May 5, 2003, the Council meeting reconvened in the City Council Chamber, fourth floor, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, Virginia, with Mayor Smith presiding.

PRESENT: Council Members William H. Carder, M. Rupert Cutler, Alfred T. Dowe, Jr., C. Nelson Harris, Linda F. Wyatt, William D. Bestpitch and Mayor Ralph K. Smith-----7.

ABSENT: None-----0.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; and Mary F. Parker, City Clerk.

The meeting was opened with a prayer by The Reverend Cynthia Long Lasher, Pastor, Glade Creek Lutheran Church.

The Pledge of Allegiance to the Flag of the United States of America was led by Mayor Smith.

PRESENTATIONS AND ACKNOWLEDGMENTS:

ACTS OF ACKNOWLEDGMENT: The Mayor welcomed quests from Jalal-Abad, Kyrgystan, located in the heart of central Asia, who were participating in internships though Legacy International, an organization which provides a nationwide training opportunity for citizen exchange for business managers, entrepreneurs and other diverse sectors from 11 countries of the former Soviet Union.

PRESENTATIONS AND ACKNOWLEDGMENTS

ACTS OF ACKNOWLEDGMENTS-CITY COUNCIL: Inasmuch as Council Member William H. Carder has resigned from the City Council, effective May 16, 2003, Mr. Bestpitch offered the following resolution:

(#36293-050503) A RESOLUTION paying tribute to the Honorable William H. Carder, and expressing to him the appreciation of this City and its people for his exemplary public service.

(For full text of Resolution, see Resolution Book No. 97, page 207.)

Mr. Bestpitch moved the adoption of Resolution No. 36293-050503. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Cutler and Mayor Smith-----6.

NAYS: None-----0.

(Council Member Carder abstained from voting)

ACTS OF ACKNOWLEDGMENT-CHURCHES SCHOOLS: Vice-Mayor Harris introduced representatives of Faith Christian School, which annually hosts a "Faith Walk" as a fund raiser and a community project that benefits the City of Roanoke. He advised that last year and once again this year, participants will be cleaning up and maintaining one of the City's greenways; whereupon, he introduced Sam Cox, Head Master, Faith Christian School, and Liz Belcher, Roanoke Valley Greenway Coordinator.

Ms. Belcher advised that last year, Faith Christian School donated over 700 hours of volunteer time to the Murray Run Greenway, and this year volunteers will work on rehabilitation of the Chestnut Ridge trail, which backs up to South Roanoke; the project involves more than just picking up trash and cleaning up the trail, but helping to rehab the trail, which counts as a match toward the grant; and the project is looked at with favor by Blue Ridge Parkway officials as an indication that the Roanoke area is willing to commit resources to bring the trails up to standard before Roanoke Valley greenways are connected to the trails.

Justin Knight and Brett Jones, students at Faith Christian School, advised that several fund raisers have been held in the past to augment the schools' operating fund; however, over the years, fund raisers involved a "Faith Walk" in which students sought sponsors; and last year, the Faith Walk Committee, along with the student government of the school, decided to embark on a service-oriented project at Fishburn Park where the trail was mulched, and another service-related project will be sponsored this year.

Mr. Jones advised that one of the reasons Faith Christian School decided to change from a walkathon to more service-related projects was due to the motto of the school which is a Latin word meaning "service". He stated that the goal is to make an impact on the community, while raising funds for Faith Christian School.

Vice-Mayor Harris recognized the volunteer efforts of Faith Christian School and presented the school with a City Seal paper weight.

PROCLAMATIONS-WATER RESOURCES: The Mayor presented a proclamation declaring the week of May 4 - 10, 2003 as National Drinking Water Week.

PROCLAMATIONS-LANDMARKS/HISTORY PRESERVATION: The Mayor presented a proclamation declaring the week of May 5 - 12, 2003, as National Historic Preservation Week.

CONSENT AGENDA

The Mayor advised that all matters listed under the Consent Agenda were considered to be routine by the Members of Council and would be enacted by one motion in the form, or forms, listed on the Consent Agenda, and if discussion was desired, that item would be removed from the Consent Agenda and considered separately.

MINUTES: Minutes of the regular meeting of Council held on Monday, March 17, 2003, and Monday, April 7, 2003, were before the body.

(For full text, see Minutes on file in the City Clerk's Office.)

Mr. Dowe moved that the reading of the minutes be dispensed with and that the Minutes be approved as recorded. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

PURCHASE/SALE OF PROPERTY-CITY PROPERTY-ECONOMIC DEVELOPMENT: A communication from the City Manager requesting that Council schedule a public hearing for Monday, May 19, 2003, at 7:00 p.m., or as soon thereafter as the matter may be heard, with regard to an option or sale of City owned property described as Tract F in the Roanoke Center for Industry and Technology, was before the body.

Mr. Dowe moved that Council concur in the request of the City Manager. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

REGULAR AGENDA

COMMITTEES-SCHOOLS:

OATHS OF OFFICE-SCHOOLS: The Mayor advised that the three year terms of office of Marsha W. Ellison, F. B. Webster Day and Gloria P. Manns as Trustees of the Roanoke City School Board will expire on June 30, 2003, Ms. Ellison is ineligible to serve another term; whereupon, he opened the floor for nominations to fill the vacancies.

It was the consensus of Council that the following names would be placed in nomination: Dennis Binns, F. B. Webster Day, Tiffany M. Johnson, Gloria P. Manns, Kathy G. Stockburger and David B. Trinkle.

There being no further nominations, Ms. Manns was reappointed and Ms. Stockburger and Mr. Trinkle were appointed as Trustees of the Roanoke City School Board, for terms commencing July 1, 2003 and ending June 30, 2006, by the following vote:

FOR MR. BINNS: None-----0.

FOR MR. DAY: Council Members Harris and Carder-----2.

FOR MS. JOHNSON: None-----0.

FOR MS. MANNS: Council Members Dowe, Wyatt, Bestpitch, Cutler and Mayor Smith-----5.

FOR MS. STOCKBURGER: Council Members Dowe, Harris, Wyatt , Bestpitch, Carder, Cutler, and Mayor Smith-----7.

FOR MR. TRINKLE: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler, and Mayor Smith-----7.

PUBLIC HEARINGS: NONE.

PETITIONS AND COMMUNICATIONS:

CITY COUNCIL: A communication from the Honorable William H. Carder tendering his resignation as a Member of Roanoke City Council, effective May 16, 2003, was before Council.

Without objection by Council, the Mayor advised that the communication would be received and filed and the resignation would be accepted with regret.

REPORTS OF OFFICERS:

CITY MANAGER:

BRIEFINGS: NONE.

ITEMS RECOMMENDED FOR ACTION:

COMMUNICATIONS DEPARTMENT-SCHOOLS-EQUIPMENT: The City Manager submitted a communication advising that there are 21 Apple iMac computers in library branches that no longer meet the minimum specifications for personal computers (PCs) in the library system and need replacement; and both the Department of Technology and Library staff recommend replacement of the computers with Windows-based PCs based on the following criteria:

- Apple computers are not supported by the Department of Technology and can be replaced with Windows-based PCs as part of the City's PC Replacement Program;
- Apple iMac computers do not support as wide a range of software applications as Windows-based computers;
- Observations from library staff that patrons will wait for a Windows-based PC to become available even when there are iMacs ready to be used and that patrons will often request to change from an iMac to a Windows-based PC when one becomes available;
- Patrons tend to avoid iMacs due to the fact that they are not as widely used in businesses or other institutions;
- The price of most software applications is less expensive for Windows-based PCs than iMacs;
- The Internet filtering software the library uses is only supported on Windows-based computers.

It was further advised that the City can provide Apple computer capability at library branches through installation of 'Appleworks' software installed on standard PCs; 'Appleworks' can be purchased for under \$40 per copy and will initially be installed on one PC in each library branch; if need dictates, additional 'Appleworks' licensed PCs will be added; in evaluating the best possible usage of Apple computers, it is recommended that the PCs be donated to the Roanoke City school system for use at Westside Elementary School, where they will be put to good use by introducing students in grades 2-5 to computer basics; and approximate value of the 21 Apple iMac computers is \$5,250.00.

The City Manager recommended that Council authorize donation of 21 Apple iMac computers to the City of Roanoke Public Schools for use at Westside Elementary School in order to expand, enhance and expose technology to elementary school students.

Ms. Wyatt offered the following resolution:

(#36294-050503) A RESOLUTION authorizing the donation of 21 Apple iMac computers that no longer meet the minimum specifications for personal computer in the library system to West Side Elementary School.

(For full text of Resolution, see Resolution Book No. 97, page 209.)

Ms. Wyatt moved the adoption of Resolution No. 36294-050503. The motion was seconded by Mr. Dowe and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

Council Member Wyatt expressed appreciation to the City Manager for making computers available to students at Westside Elementary School.

BUDGET-EMERGENCY SERVICES: The City Manager submitted a communication advising that the Commonwealth of Virginia mandated that localities take responsibility for answering wireless E911 calls instead of having the calls routed and answered by the State Police; the Virginia State Wireless E911 Services Board provides funding to localities for equipment and limited salaries to provide the service by collecting \$.75 per month from each wireless telephone user; on February 26, 2003, the Virginia State Wireless E911 Services Board awarded the City of Roanoke an additional \$65,526.00 for fiscal year 2002-2003 to complete Wireless Phase II; Wireless Phase II, which provides the location of the caller, is scheduled for implementation by December, 2003; and there is no requirement for matching funds.

The City Manager recommended that Council accept \$65,526.00 from the Virginia State Wireless E911 Services Board; increase 911 Wireless revenue estimate, Account No. 001-110-1234-0654, by \$13,679.00 and Account No. 013-110-1234-1355 by \$51,847.00; appropriate \$13,679.00 to the E911 Center for telephone charges, Account No. 001-430-4131-2020, and appropriate \$51,847.00 to E-911 Upgrades for Hardware/Software Capital Account to fund hardware and software upgrades, Account No. 013-430-9870-9007.

Mr. Dowe offered the following budget ordinance:

(#36295-050503) AN ORDINANCE to amend and reordain certain sections of the 2002-2003 General and Department of Technology Funds Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 97, page 209.)

Mr. Dowe moved the adoption of Ordinance No. 36295-050503. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

PURCHASE/SALE OF PROPERTY-BONDS/BOND ISSUES-CITY PROPERTY-STREETS AND ALLEYS: The City Manager submitted a communication advising that Blue Hills Drive serves the Roanoke Centre for Industry and Technology (RCIT), providing access for those industries located in RCIT; the roadway has been extended as needed to serve the various parcels as they have been developed; a contract is expected to be executed in the near future for the sale of Tract "F"; and the final section of Blue Hills Drive needs to be extended in order to facilitate development of the remaining parcels.

It was further advised that in order to make application for VDOT Industrial Access Program Funds, it will be necessary for Council to adopt a resolution requesting funds which can be for an amount up to \$450,000.00, with a required local match of up to \$150,000.00; VDOT regulations require that the City of Roanoke provide a bond, or other acceptable security, to guarantee the VDOT required investment in the project and that any awarded access funds, or a portion thereof, be paid back to VDOT if such investment does not occur within five years.

The City Manager recommended that Council adopt a resolution requesting that the Commonwealth Transportation Board provide financing up to \$450,000.00 from the Industrial, Airport and Rail Access Fund for extension of Blue Hills Drive; authorize the City Manager to make application for such funds and to execute the necessary documents for such application; provide for a bond or other security to VDOT; and any required local matching funds will be provided by a subsequent appropriation of Council.

Mr. Cutler offered the following resolution:

(#36296-050503) A RESOLUTION authorizing the City Manager to make application to the Commonwealth of Virginia Department of Transportation for Industrial Access Road Funds, in an amount up to \$450,000.00, for roadway construction and improvements to part of Blue Hills Drive in the Roanoke Centre for Industry and Technology, to provide adequate industrial access to part of that property in order to provide for new capital investment and development of such property; acknowledging certain requirements for obtaining such funds, including the provision of a bond or other security; and authorizing the execution of any required documentation on behalf of the City of Roanoke for acceptance of any such funds which may be awarded.

(For full text of Resolution, see Resolution Book No. 97, page 211.)

Mr. Cutler moved the adoption of Resolution No. 36296-050503. The motion was seconded by Mr. Dowe and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith -----7.

NAYS: None-----0.

CITY CODE-DOWNTOWN ROANOKE, INCORPORATED-RESIDENTIAL PARKING: The City Manager submitted a communication advising that in the spring of 2002, City staff presented Council with information regarding Downtown Residential Parking; and through a series of meetings with downtown residents and potential downtown residential developers, five primary issues were identified as important to residents and developers to support their decision to move into and remain in downtown Roanoke:

- 1. Increase the availability of parking or loading zones, especially between the hours of 6:00 a.m. and 6:00 p.m., which is viewed as particularly desirable for unloading items such as groceries in close proximity to residences.**
- 2. Allow unrestricted parking in timed parking spaces for nights and weekends.**
- 3. Provide for an enhanced feeling of security along the walking paths between residences and parking areas, as well as in parking garages.**
- 4. Continue to allow free parking in City-owned parking garages for downtown residences.**
- 5. Expand the residential permit parking program to include the Downtown Service District (DSD).**

It was further advised that in response to the five primary issues, the City has reviewed and adjusted loading zones to meet the needs of downtown businesses and residents and have continued to allow unrestricted parking in timed parking spaces for nights and weekends; and downtown residents have continued to park free of charge in City-owned parking garages, and parking areas and walking paths have been monitored by the Police Department and the parking facility management company to enhance security and a feeling of security by users of the facilities.

It was explained that City staff recommended that the Residential Permit Parking Program be expanded to include the Downtown Service District (DSD), which Council approved at its April 1, 2002 meeting; program expansion within the DSD will establish residential permit parking zones at strategically placed locations for use by residents who purchase a permit; while existing timed parking restrictions will remain in effect at those locations for use by vehicles without a permit (such as in 15 minute, 30 minute or one hour parking zones), the permitted vehicle would have the convenience of parking for up to two-hours (at any time of day) in a permit-parking zone as designated by the City Manager; therefore, a permitted vehicle will be allowed to park for two hours in the permit parking zones between the hours of 7:00 a.m. and 6:00 p.m., thereby allowing a downtown resident to park from 4:00 p.m. in the afternoon until 9:00 a.m. the following morning without having to move their vehicle; and the program includes a \$5.00 fee per residential unit and a limit of one permit per licensed adult resident.

The City Manager advised that following Council's approval to implement the program, the Transportation Division completed parking studies needed to verify the appropriate location of permit parking zones; the City Treasurer's Office worked to obtain permit parking stickers that would effectively serve the program and determined that an alternative type of sticker would be needed; therefore, the ordinance that specifically identifies appropriate placement of the permit on the vehicle must be modified accordingly; new stickers were received in February and are ready to be distributed to downtown residents; immediately following Council's approval of the ordinance modification, the downtown permit parking program will be implemented and available to the public; appropriate signs, which have been installed and covered, will be uncovered and ready; information with regard to implementation of the program and Council's pending action was delivered to downtown residents on Friday, April 25, 2003; and residents have been advised that they may pick up permits following approval of the recommended action by Council.

The City Manager recommended that Council authorize amendment of the City Code, Division 2, Residential Parking Permits, Article IV, Stopping, Standing and Parking, Chapter 20, Motor Vehicles and Traffic, to change requirements pertaining to the display of residential permits and visitor passes; currently, the City Code requires that permits be displayed on the left rear bumper of the resident's vehicle and visitor passes are to be displayed in the left rear window; and a change is requested to provide that permits shall be displayed on the left passenger window behind the driver in the lower left corner, and visitor passes shall hang from the interior rearview mirror with the zone location and expiration date visible from outside the front windshield.

Mr. Carder offered the following ordinance:

(#36297-050503) AN ORDINANCE amending Section 20-80 of Division 2 Residential Parking Permits, of Article IV, Stopping, Standing and Parking, Chapter 20, Motor Vehicles and Traffic, Code of the City of Roanoke (1979), as amended, amending the City's residential parking permit system; and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 97, page 213.)

Mr. Carder moved the adoption of Ordinance No. 36297-050503. The motion was seconded by Mr. Dowe and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

BUDGET-HUMAN DEVELOPMENT-GRANTS: The City Manager submitted a communication advising that the Virginia Department of Social Services has allocated funds from the Federal TANF Grant to eligible State and community-based services; funds must be used for the purposes of job retention and wage advancement of TANF recipients, or for former TANF recipients in the period of ineligibility; the City of Roanoke will develop a collaborative project combining its allocation of \$199,022.00 with those of Botetourt, Craig, Franklin, and Roanoke Counties, for a total of \$269,312.00; and the City of Roanoke will issue a Request for Proposals and enter into a contractual agreement with service providers for delivery of medical assessment services and job development services for hard-to-employ recipients of TANF benefits.

The City Manager recommended that Council authorize acceptance of the grant award; appropriate TANF funding for job retention and wage advancement, totaling \$269,312.00, and establish a revenue estimate of \$269,312.00 in an account to be established by the Director of Finance in the Grant Fund.

Mr. Dowe offered the following budget ordinance:

(#36298-050503) AN ORDINANCE to amend and reordain certain sections of the 2002-2003 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 97, page 214.)

Mr. Dowe moved the adoption of Ordinance No. 36298-050503. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

Mr. Dowe offered the following resolution:

(#36299-050503) A RESOLUTION authorizing acceptance of a grant award under the Temporary Assistance for Needy Families (TANF) Funding for Job Retention and Wage Advancement from the Virginia Department of Social Services, for the purpose of providing job retention and wage advancement of TANF recipients or for former TANF recipients in the period of ineligibility, and authorizing execution of any and all necessary documents to comply with the terms and conditions of the grant.

(For full text of Resolution, see Resolution Book No. 97, page 215.)

Mr. Dowe moved the adoption of Resolution No. 36299-050503. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

BUDGET-PARKS AND RECREATION-CELEBRATIONS: The City Manager submitted a communication advising that the Roanoke Special Events Committee, a 501(c)(3) non-profit organization composed of Council appointed members, was established in 1979 to produce and promote successful, world-class events in the City of Roanoke that would reflect the character and spirit of the Roanoke Valley; and the Committee has contributed to the economic development and image enhancement of the City by organizing high quality events and festivals to serve all; specific special events and festivals within the City need to be enhanced and coordinated; moreover, new events need to be developed that are aligned with the City's economic development, image enhancement, and quality of life goals.

It was further advised that in order to ensure that all special events in downtown Roanoke meet this criterion of excellence, the Roanoke Special Events Committee and Festival In The Park have agreed to collaborate their efforts in forming a new organization named, eventzone.org (hereinafter referred to as, "Event Zone"), which consolidation would alleviate the responsibility of Parks and Recreation in sponsoring and producing special events and allow the Department to focus on its primary mission of supporting parks, recreational facilities and programs.

It was explained that if Event Zone agrees to accept the responsibility of serving as the lead agency for sponsoring and producing major City events, the organization will develop partnerships by working with community, civic, and government agencies, while encouraging cross marketing and electronic links among websites, in order to produce a balanced year-round program of downtown events; the organization will also mentor event organizers by educating and conducting forums for community organizations; through event facilitation, Event Zone will be able to promote awareness of City regulations, coordinate use of City properties and serve as liaison between the City and event producers; and for the upcoming fiscal year 2003-2004, funds are needed in the amount of \$177,520.00, which have been identified as a part of the 2003-2004 recommended City budget.

The City Manager recommended that she be authorized to execute an Agreement and any other documents necessary to implement terms of the Agreement, such documents to be approved as to form by the City Attorney; that Council authorize payment of \$177,520.00, from Parks and Recreation Administration Special Events, Account No. 7111-620-2125, for services provided by Event Zone commencing July 1, 2003 within the structure of the 2003-2004 City recommended budget.

Mr. Dowe offered the following budget ordinance:

(#36300-050503) AN ORDINANCE to amend and reordain certain sections of the 2002-2003 General Fund Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 97, page 216.)

Mr. Dowe moved the adoption of Ordinance No. 36300-050503. The motion was seconded by Mr. Cutler.

Council Member Bestpitch called attention to recent improvements to Elmwood Park, where the stage area was expanded and an area was added for dancing. He spoke in support of using Elmwood Park for a type of summer-long series of performances similar to those held in Byrd Park in Richmond, Virginia, which involves music entertainment from blue grass to symphony and all types of performing art. He stated that the key is the ability to coordinate programs while being sensitive to noise issues and the level of traffic to be generated that will affect nearby residents.

Stu Israel, Executive Director, Event Zone, advised that today is a historic day for both Roanoke Festival in the Park and the City's Special Events Committee, because Festival in the Park is 34 years old this year and the City's Special Events Committee is 20 years old, both of which are two long standing organizations that have produced quality events in the Roanoke community, the majority of which has been coordinated by volunteers. He stated that for 34 years, Roanoke Festival in the Park has never received City funds, but has received a great deal of in kind support from the City. He called attention to Event Zone which is a new events organization, and by entering into a contractual agreement with the City, the organization will create and produce events in downtown Roanoke in the event zone area which has been defined as extending from Victory Stadium to the Roanoke Civic Center, enhance economic development by packaging events together to draw people to the Roanoke Valley, bring new money into the Roanoke Valley, serve as a mentor to organizations wishing to create an event; serve as a facilitator for existing events to help those persons in the Roanoke Valley who are producing events to learn how to navigate the various channels in order to produce a quality event, offer opportunities to leverage better deals for service such as security services and other necessary supplies, help leverage sponsorship and create a partnership between existing events, thereby enabling Event Zone to assist in making Roanoke a true festival City. He called attention to upcoming activities, such as Festival in the Park in 18 days, Miss Virginia Picnic, and the Taste of the Blue Ridge Blues and Jazz Festival.

Ordinance No. 36300-050503 was adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

Mr. Dowe offered the following ordinance:

(#36301-050503) AN ORDINANCE authorizing the City Manager to enter into an Agreement, and to execute any other documents necessary to implement the terms of the Agreement, between the City of Roanoke and eventzone.org ("Event Zone"), a non-profit corporation organized under Section 501 (c) of the United States Internal Revenue Code, pertaining to the conducting of special events and festivals by Event Zone in the City of Roanoke, and dispensing with the second reading of this ordinance by title.

(For full text of Ordinance, see Ordinance Book No. 97, page 217.)

Mr. Dowe moved the adoption of Ordinance No. 36301-050503. The motion was seconded by Mr. Bestpitch and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith -----7.

NAYS: None-----0.

DIRECTOR OF FINANCE:

DIRECTOR OF FINANCE-AUDITS/FINANCIAL REPORTS: The Director of Finance submitted the Financial Report for the City of Roanoke for the month of March 2003.

There being no questions, and without objection by Council, the Mayor advised that the Financial Report for March 2003 would be received and filed.

DIRECTOR OF FINANCE-CITY CODE-TAXES-FEE COMPENDIUM: The Director of Finance submitted a written report advising that Section 2-238 of the Code of the City of Roanoke (1979), ("City Code") provides authority for the Director of Finance to accept interest or penalty payments at a rate less than prescribed and to waive interest in certain circumstances, as follows: assessments against owners of abutting property for public improvements, charges levied against landowners for failure to remove noxious weeds or for removal of buildings, walls or other structures which might endanger the public health and safety, and City taxes.

It was further advised that the Director of Finance administers a City wide accounts receivable billing system which generates invoices for various types of charges such as bad checks, intergovernmental agency charges, leases, sewage dumping fees, police report fees, solid waste collection fees, and emergency medical service billings; the system also generates invoices for removal of noxious weeds and for removal of buildings which are specifically set forth in Section 2-238; the system applies a ten per cent, or \$10.00 minimum late payment penalty, along with interest at the legal rate; it is sometimes necessary to waive penalty and interest on these types of billings due to timing differences in payments, possible errors or when a disputed billing is being resolved; additionally, the Director of Finance administers parking tickets for which similar authority for waiver of the \$15.00 late payment penalty is also needed; and waiver of penalty or interest is not a common occurrence, but is needed in certain legitimate circumstances.

It was explained that a modification to Section 2-238 of the City Code to include “other fees and charges owed the City” would provide proper legal authority for waiver of penalty and interest for invoices and parking tickets.

The Director of Finance recommended that Council amend Section 2-238 of the City Code to provide authority for the Director of Finance to waive penalty and interest applied to other fees and charges, in addition to the specifically listed charges or taxes.

Mr. Dowe offered the following ordinance:

(#36302-050503) AN ORDINANCE amending §2-238 Authority to reduce or waive interest and penalty payments, of Article XI, Director of Finance, of Chapter 2, Administration, of the Code of the City of Roanoke (1979), as amended, by expanding the authority of the Director of Finance regarding reduction or waiver of interest and penalty payments on fees and charges owed the City; and dispensing with the second reading by title paragraph of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 97, page 218.)

Mr. Dowe moved the adoption of Ordinance No. 36302-050503. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

POLICE DEPARTMENT-CITY CODE- DIRECTOR OF FINANCE-BILLINGS AND COLLECTIONS-FEE COMPENDIUM-SCHOOLS: The Director of Finance submitted a written report advising that a team comprised of members from the Department of Billings and Collections, City Treasurer, Department of Technology and the Police Department reviewed the current parking ticket and decal ticket process and submitted recommendations for improvements that will have a positive impact on efficiency in processing, collections and customer service; the current parking ticket and decal ticket process has been in place and unchanged, except for fine increases, for over 30 years; the existing process requires that parking tickets and decal tickets be paid within ten calendar days, or a \$15.00 late payment penalty is automatically added; for tickets unpaid after ten days, a law enforcement notice is mailed providing five calendar days for the violator to pay the fine in full, including the late payment penalty; if unpaid after a 15-20 calendar day time frame, a court summons is automatically issued and the violator incurs court costs in addition to the ticket and late payment penalty.

It was further advised that since tickets and late payment penalties have steadily increased, and business processes have changed in other areas; it became important to assess potential improvements to the parking ticket and decal ticket process; customers(violators) have continually stated that they need more time to pay; between customers' work schedules and timing of their paychecks, many cannot pay within the 15-20 days before a court summons is issued; and it has been found that many payments were mailed between the time the original ticket was issued and the law enforcement notice and the court summons were sent, which imposes additional manual work on the part of several City departments.

It was explained that Sections 20-33.1, 20-33.2 and 20-89 of the City Code provide that partial payments may not be accepted by the City Treasurer; when tickets were only \$2.00, this was an appropriate guideline, however, tickets now range from \$15.00 to \$125.00, not including a \$15.00 late payment penalty and fees; while business practice dictates that the goal should be to always collect ticket payments in full, partial payments are often received through the mail, or are necessary to accommodate a particular situation; and a change in the City Code will allow the City Treasurer to properly process payments.

It was advised that the fine for City decal violations is \$43.00; pursuant to a regional enforcement compact, the City is also authorized to ticket vehicles from surrounding jurisdictions with expired decals; the fine for decal violations for vehicles from surrounding jurisdictions (Section 20-33.2) has not been increased for some time; the fine should be increased to reflect the same fine imposed for City decal violations pursuant to Section 20-33.1; and when parking fines were adjusted in May 2002, the Virginia Western Community College ("VWCC") fine structure was not properly addressed; therefore, it is proposed to increase parking fines at VWCC from \$15.00 to \$20.00, and Virginia Western Community College concurs in the explained workload in the General District Court.

The Director of Finance recommended that Council amend Sections 20-33.1, 20-33.2 and 20-89 of the Code of the City of Roanoke to:

- Increase the number of days for ticket processing prior to court summons from 15 to 45 and provide for issuance of a late notice prior to issuance of a law enforcement notice.**
- Provide that the late payment penalty does not apply until after 15 days from ticket issuance.**

- Provide authority for the City Treasurer to accept partial payments of parking tickets and late payment charges.
- Specify that a \$30.00 administrative fee may be applied to the total charges pursuant to Section 2-178.4 of the Code of the City of Roanoke (1979), as amended.

Amend Section 20-89 of the City Code to:

- Eliminate redundant provisions.
- Increase the Virginia Western Community College parking fines from \$15.00 to \$20.00.
- Specify that a presumption exists that the registered owner is the person who committed the violation.

Amend Section 20-33.2 of the City Code to:

- Increase the fine for expired decals for surrounding jurisdictions to \$43.00 to make the fine consistent with Section 20-33.1 of the City Code.

Mr. Dowe offered the following ordinance:

(#36303-050503) AN ORDINANCE amending and reordaining Section 20-33.1, Same Requirements; obtaining license plate, tag or decal a condition precedent to discharge of violation, and Section 20-33.2, Requirements for operation; obtaining decal a condition precedent to discharge of violation, of Article II, Vehicle Licenses, of Chapter 20, Motor Vehicles and Traffic, of the Code of the City of Roanoke (1979), as amended, to provide for the increase of fines and change the time within which to pay such fines, providing for an effective date; and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 97, page 220.)

Mr. Dowe moved the adoption of Ordinance No. 36303-050503. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

Mr. Dowe offered the following ordinance:

(#36304-050503) AN ORDINANCE amending and reordaining Section 20-89, Penalties For Unlawful Parking, of Division 3, Duties of Police Officers, Penalties For Unlawful Parking, of Article IV, Stopping, Standing and Parking, of Chapter 20, Motor Vehicles and Traffic, to effect amendments to Section 20-89 that govern penalties for unlawful parking in order to increase the effectiveness and efficiency of collecting fines for parking violations and to eliminate redundancy; providing for an effective date; and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 97, page 225.)

Mr. Dowe moved the adoption of Ordinance No. 36304-050503. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith -----7.

NAYS: None-----0.

CITY CODE-TAXES-FEE COMPENDIUM: The Director of Finance submitted a written report advising that Section 58.1-3958 of the Code of Virginia, 1950, as amended, authorizes application of an administrative fee to unpaid taxes and charges; effective July 1, 2003, the fees will be increased by State law to \$30.00 and \$35.00; and following notice of delinquent taxes or other delinquent charges and prior to any judgment, a fee of \$30.00 is authorized and subsequent to judgment, a fee of \$35.00 is authorized; currently, the City Code authorizes a fee of \$20.00 and \$25.00, respectively, and does not apply to charges other than delinquent taxes; whereupon, the Director of Finance recommended amendment of Section 2-178.4 of the City Code to provide for an administrative fee for other charges in addition to the administrative fee for taxes as currently authorized and authorize an increase in fees as set forth in the Code of Virginia.

Mr. Dowe offered the following ordinance:

(#36305-050503) AN ORDINANCE amending and reordaining Section 2-178.4, Assessment of Delinquent Taxpayers for Administrative Costs, of Article VIII, Finance Generally, of Chapter 2, Administration of the Code of the City of Roanoke (1979), as amended, to provide for the assessment of administrative fees for the collection of all debts owed to the City where the filing of a warrant or other documents are necessary to collect such debts; providing for an effective date; and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 97, page 230.)

Mr. Dowe moved the adoption of Ordinance No. 36305-050503. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members Dowe, Harris, Wyatt, Bestpitch, Carder, Cutler and Mayor Smith-----7.

NAYS: None-----0.

REPORTS OF COMMITTEES: NONE.

UNFINISHED BUSINESS: NONE.

INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS: NONE.

MOTIONS AND MISCELLANEOUS BUSINESS:

INQUIRIES AND/OR COMMENTS BY THE MAYOR AND MEMBERS OF COUNCIL:

ROANOKE CIVIC CENTER-SCHOOLS-PUBLIC WORKS-COUNCIL: Council Member Wyatt inquired as to the status of a previous inquiry regarding City services that have been privatized.

She also requested a briefing with regard to the procedure for issuing tickets for City high school graduation ceremonies to be held in June in the Auditorium at the Roanoke Civic Center.

HEARING OF CITIZENS UPON PUBLIC MATTERS: The Mayor advised that Council sets this time as a priority for citizens to be heard, and matters requiring referral to the City Manager will be referred immediately for any necessary and appropriate response, recommendation or report to Council.

SEWERS AND STORM DRAINS-COMPLAINTS-HOUSING/AUTHORITY: Ms. Eleanor Kasey, 1520 Shamrock Street, N. W., and Mr. Donald Hussey, 1612 Shamrock Street, N. W., reiterated concerns which were previously presented to the Council in September 2002 with regard to the placement and the appearance of a house at the corner of Westside Boulevard and Shamrock Street which was moved to the neighborhood without prior notice to residents. They expressed further concern with regard to the potential decrease in property values of surrounding homes, and called attention to the following issues:

- The lawn has not been cut since the house was moved to its present location in September 2002.
- A large hole was dug in the yard for placement of a septic tank which was left uncovered.
- The concrete foundation to the house has not been filled in.
- What action can the City take to expedite completion of the house; what can be done to keep the house from being an eye sore to the neighborhood; are there regulations prohibiting the parking of heavy equipment in residential neighborhoods over long periods of time; and in view of contributions by the City of Roanoke to Festival in the Park and Grandin Theatre renovations, etc., what types of City funds are available for improvements in northwest Roanoke.
- How will residents be informed as to issues that affect their neighborhoods in the future.

There was discussion as to whether the property could be connected to the public sanitary sewer system, rather than a septic tank; whereupon, the City Manager advised that since the property owner has already invested in and received the proper permits for a septic tank system through the Health Department, the City could not intervene and currently, there is no mandate for a property owner to participate in the City's sewer system, as opposed to installing a septic system.

COMPLAINTS-TAXES-CITY EMPLOYEES: Mr. Robert Gravely, 3360 Hersherberger Road, N. W., addressed issues of accountability and responsibility, low wages for City workers, the average citizen cannot afford to attend social activities in Roanoke such as Festival in the Park and concerts at the Roanoke Civic Center, and the increase in water and sewage treatment rates that affect disadvantaged and elderly citizens.

CITY MANAGER COMMENTS:

CITY CODE-COMPLAINTS-HOUSING/AUTHORITY-SEWERS AND STORM DRAINS: The City Manager responded to earlier remarks of Ms. Eleanor Kasey and Mr. Donald Hussey. She called attention to a communication which was presented to Council at its 9:00 a.m., work session in regard to the house on Shamrock Street, N.W. in which it was noted that the City does not have mandatory sewer connection requirements, unless a sewer line is located immediately adjacent to the property; and the sanitary sewer line for the house in question on Shamrock Street is approximately 200 feet from the residence. She stated septic systems should not be permitted in the City of Roanoke and advised that a measure will be proposed for consideration by Council in the near future recommending mandatory sewer connection requirements, and Council will be provided with information on associated costs inasmuch as certain areas of the City will require a pump station in addition to actual extension of the sewer line. She stated that she would provide residents of the Westside Boulevard area with a copy of the communication and she would meet with Ms. Kasey to discuss her specific concerns.

In regard to remarks of Ms. Kasey that a hole was dug in the yard on Shamrock Street for placement of a septic tank and left uncovered for a period of time, Council Member Bestpitch requested a report on whether the City could require some type of cover or barricade to be erected in order to prevent accidents. The City Manager responded that the septic tank permit was issued by the Health Department, the Health Department is responsible for inspecting the septic system, and the City had no prior knowledge that a permit had been issued by the Health Department until the City was contacted by Ms. Kasey. She stated that City staff will research the question of who has jurisdiction over regulation of the site during the construction process and advise Council accordingly.

SPECIAL EVENTS: The City Manager called attention to Local Colors which will be held in the City of Roanoke on Sunday, May 18, 2003, that provides an opportunity to celebrate the range of diversity that exists in the Roanoke Valley. She called attention to the numerous cultural/entertainment opportunities that are available for citizens of Roanoke, and encouraged citizens to support and to participate in the events.

At 3:55 p.m., the meeting was declared in recess for two Closed Sessions.

At 4:05 p.m., the meeting reconvened in the Council Chamber, Mayor Smith presiding, and all Members of the Council in attendance, with the exception of Council Members Carder and Dowe.

COUNCIL: With respect to the Closed Meeting just concluded, Ms. Wyatt moved that each Member of City Council certify to the best of his or her knowledge that: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act; and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by City Council. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members Harris, Wyatt, Bestpitch, Cutler and Mayor Smith--5.

NAYS: None-----0.

(Council Members Carder and Dowe were absent.)

HUMAN DEVELOPMENT-COMMITTEES: The Mayor advised that there is a vacancy on the Advisory Board of Human Services, created by the resignation of Glenn D. Radcliffe, and called for nominations to fill the vacancy.

Mr. Cutler placed in nomination the name of Vickie L. Price.

There being no further nominations, Ms. Price was appointed as a member of the Advisory Board of Human Services by the following vote:

FOR MS. PRICE: Council Members Harris, Wyatt, Bestpitch, Cutler and Mayor Smith-----5.

NAYS: None-----0.

(Council Members Carder and Dowe were absent.)

COMMITTEES-FDETC: The Mayor advised that there is a vacancy on the Fifth District Employment and Training Consortium, created by the resignation of Glenn D. Radcliffe, and called for nominations to fill the vacancy.

Mr. Cutler placed in nomination the name of Rolanda B. Russell.

There being no further nominations, Ms. Russell was appointed as a member of the Fifth District Employment and Training Consortium by the following vote:

FOR MS. RUSSELL: Council Members Harris, Wyatt, Bestpitch, Cutler and Mayor Smith-----5.

NAYS: None-----0.

(Council Members Carder and Dowe were absent.)

HUMAN DEVELOPMENT-COMMITTEES: The Mayor advised that there is a vacancy on the Human Services Committee, created by the resignation of Glenn D. Radcliffe, and called for nominations to fill the vacancy.

Mr. Cutler placed in nomination the name of Vickie L. Price.

There being no further nominations, Ms. Price was appointed as a member of the Human Services Committee, for a term ending June 30, 2003, by the following vote:

FOR MS. PRICE: Council Members Harris, Wyatt, Bestpitch, Cutler and Mayor Smith-----5.

NAYS: None-----0.

(Council Members Carder and Dowe were absent.)

OATHS OF OFFICE-HUMAN DEVELOPMENT-COMMITTEES: The Mayor advised that there is a vacancy on the Roanoke Interagency Council, created by the resignation of Glenn D. Radcliffe, and called for nominations to fill the vacancy.

Mr. Cutler placed in nomination the name of Vickie L. Price.

There being no further nominations, Ms. Price was appointed as a member of the Roanoke Interagency Council by the following vote:

FOR MS. PRICE: Council Members Harris, Wyatt, Bestpitch, Cutler and Mayor Smith-----5.

NAYS: None-----0.

(Council Members Carder and Dowe were absent.)

At 4:05 p.m., the Mayor declared the Council meeting in recess until 8:30 a.m., on Wednesday, May 7, 2003, in the Noel C. Taylor Municipal Building, Room 159, 215 Church Avenue, S. W., City of Roanoke, at which time Council will convene in fiscal year 2003-04 Budget Study.

The Council meeting reconvened on Wednesday, May 7, 2003, at 8:30 a.m., in Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, Virginia, with Mayor Ralph K. Smith presiding. The purpose of the meeting is to engage in discussions regarding the City's fiscal year 2003-04 budget.

COUNCIL MEMBERS PRESENT: William D. Bestpitch, M. Rupert Cutler, C. Nelson Harris, Linda F. Wyatt and Mayor Ralph K. Smith-----5.

COUNCIL MEMBERS ABSENT: William H. Carder and Alfred T. Dowe, Jr.-----2.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; and Mary F. Parker, City Clerk.

OTHERS PRESENT: Troy A. Harmon, Municipal Auditor; George C. Snead, Jr., Assistant City Manager for Operations; Rolanda B. Russell, Assistant City Manager for Community Development; Barry L. Key, Director of Management and Budget; and Ann H. Shawver, Deputy Director of Finance.

The City Manager presented a ceremonial hat to the Mayor which was previously presented to her by a delegation from Jalal-Abad, Kyrgystan, located in the heart of central Asia. She advised that the delegation is participating in internships through Legacy International, which provides a nationwide training opportunity for citizen exchange for business managers and entrepreneurs and other diverse sectors from 11 countries of the former Soviet Union.

BUDGET: The City Manager advised that on Thursday, May 7, 2003, Council will meet with the Roanoke City School Board, followed by a discussion with the City Manager and the Fire Chief on the six positions that are recommended to be left vacant in the Fire/EMS budget for fiscal year 2004, and any other carry over items from today's budget session. She requested that Mr. Key review adjustments that are proposed to be made to the proposed fiscal year 2004 budget based upon additional revenue received from the State and/or items where it has been determined that expenditure adjustments are needed which, in some respects, corresponds to revenue adjustments and in other cases are separate from the budget process.

Mr. Key reviewed the following recommended adjustments to the fiscal year 2004 General Fund budget in which an increase of \$83,965.00 is recommended in revenues in the E911 tax and state revenue changes, several of which have increased. He advised that while this is a positive change in the budget development process, the City is still experiencing over \$30,000.00 in State revenue reductions in these areas.

It was explained that funding is not sufficient to restore any positions that were unfunded in the budgets of Constitutional Officers; and Constitutional Officers opted to reduce Temporary Wages and operating expenses which can be restored, but additional funds do not represent sufficient monies to add back any of the positions that were eliminated from the budgets of Constitutional Officers.

Mr. Key advised that the City will receive a small increase in HB 599 law enforcement funding which equals less of a reduction in the budget and the combination of all of those changes is \$83,965.00+ on the revenue side; and funding is recommended to be restored to the Commissioner of the Revenue, Commonwealths' Attorney and Treasurer budgets, in the amount of approximately \$30,000.00. He stated that for a number of years since creation of the Hotel Roanoke Conference Center Commission, Virginia Tech and the City of Roanoke have contributed equal amounts of \$125,000.00 each in support of the Conference Center and the City's share will go down to \$100,000.00 in the same matching amount with Virginia Tech.

In explanation, the City Manager advised that this is the second time in two years that the Hotel Roanoke Conference Center budget has been reduced, in 2003 the budget was reduced by \$25,000.00 and another \$25,000.00 is recommended for fiscal year 2004; on a short term basis over the next several years, reducing the amount of funds is not problematic, but if the pattern of reducing the budget each year is continued, in the out years, there will be the challenge of trying to identify how to fund certain major replacements.

Mr. Key advised that the Roanoke Valley Cable Television budget has been adjusted by \$3,151.00 to match the City's share of the franchise fee.

He called attention to the hanging basket flower program which was discussed previously by the Council, and explained that the Parks and Recreation Department made a reduction in its budget to eliminate the City's hanging flower basket program, although City staff was not aware of the action. However, he stated that \$24,500.00 has now been restored to the budget to retain the program.

The City Manager explained that in its internal budgeting process, the Parks and Recreation Department made the decision to eliminate the program without highlighting the action to budget staff or to the City Manager's Office. She stated that the department corresponded with appropriate organizations approximately four months ago and received no response, therefore, the department did not see the issue as problematic. She explained that when the issue was raised by a Member of Council, City staff researched the inquiry and discovered that staff of the Parks and Recreation Department had previously authorized the budget adjustment; however, funds have now been reinstated in the 2004 budget.

During a discussion of the matter, the City Manager clarified that no artificial flowers will be used in hanging baskets.

Also, during a discussion by Council, it was noted that Parks and Recreation staff should be reminded that the decision to continue or to discontinue the hanging basket flower program is not a decision that should be made by staff; whereupon, the City Manager advised that the message has been communicated to Parks and Recreation staff.

The Mayor referred to the City's practice of displaying the United States Flag on flag polls in the downtown area of the City, which was initiated by the City following the September 11, 2001 World Trade Center bombing, some of which are beginning to show signs of wear and tear and need to be replaced.

The City Manager explained that originally, United States flags that were displayed were ceremonial and were donated to the City by a fraternal organization, with weather conditions, the flags became tattered and the City initiated a replacement program, although funds had not previously been budgeted. She stated that at some point it would be appropriate for the Council to discuss when it would like to discontinue the practice of flying flags on a daily basis and whether Council wishes to retain the red, white and blue lights on the Star, or return to the previous practice of white lights only. She advised that when the President officially declares the end of the war with Iraq, that occasion could serve as a symbolic time to make the necessary adjustments.

Discussion by Council:

- **It is of the utmost importance that United States flags be flown that are clean, fresh and in good condition.**
- **If the City waits for the President to declare the absolute end to the war, it could be waiting for a long time; therefore, it might be more appropriate to develop another criteria for determining when to return to illuminating the star with white lights**
- **What costs are involved with changing the star back to white lights?**
- **What is the cost to replace United States flags on an on going basis?**
- **The amount of funds required to replace flags is insignificant compared to other items and/or programs that are funded by the City. The symbolism of the flag is important. The City should play a leadership role in keeping the symbolism of patriotism in the forefront which sends a strong message to all citizens and is well worth the expenditure.**
- **Fewer flags in good condition are better than numerous flags in poor condition.**
- **The City should look for a time when it can celebrate the completion of hostilities and return to the white illumination of the Star so that if and when another dramatic event occurs, the Star can be displayed with red, white and blue lights.**
- **How many locations display United States flags?**
- **Private citizens, businesses, and organizations could“adopt a flag” program, which would help to eliminate some of the financial burden on the City’s budget.**
- **Citizens might expect the City to provide flags in the downtown Roanoke area because that is the focal point of the City, but citizens and businesses might prefer to participate in their own neighborhoods when donating flags.**

- It would be preferable to look at a “big picture” approach in regard to the flags and the lighting of the star. The City could display a limited number of flags on downtown Roanoke streets and display flags at other locations on special occasions only. It would be preferable for City staff to submit recommendations.
- The City should do something to cause citizens of Roanoke to understand how fortunate they are to live in the Roanoke Valley and displaying the United States flag fits into that category.
- Flags should be special no matter how they are displayed and should not blend in with the landscape.
- Veterans organizations should be given the first opportunity to adopt flags in Lee Plaza around the War Memorial.
- Flags could be displayed in a special arrangement at the four corners at each intersection in downtown Roanoke, and on other special ceremonial days, flags could be flown on downtown Roanoke streets.

It was the consensus of Council that the City Manager will ensure that current United States flags on display are in good condition, City staff will provide information on costs and recommendations with regard to continuing the program in such a way that it will not be a total City expense, and provide suggestions on how to expand the program to other parts of the City of Roanoke in addition to the downtown area.

Mr. Key advised that balancing revenues and expenditures would allow the City to put another \$51,760.00 in the Contingency Fund. He called attention to a financial goal for the Contingency Fund to reach one-half of per cent of the General Fund and the additional \$51,760.00 brings the Contingency Fund a little closer to meeting the City’s established goal.

The City Manager and the Director of Finance presented a joint written report advising that retirees of the City of Roanoke Pension Plan are awarded cost of living adjustments on an ad hoc basis by Council; and the Plan does not include a provision for an automatic cost of living adjustment due to the significant actuarial cost and related increase in contribution rates, thus cost-of-living adjustments are not pre-funded in the Plan, but rather the increased cost is recognized when the increase has been awarded.

It was advised that facts such as a change in the Consumer Price Index, the increased cost to the Plan, the amount of raises provided by similar plans within the state and the amount of increase provided by Social Security are considered as a part of the recommendation for an annual adjustment.

It was noted that eligible members of the Pension Plan received a 2.6 per cent cost of living adjustment on July 1, 2002, which is the seventh consecutive cost of living adjustment provided to eligible retirees, and the recommended budget for fiscal year 2004 includes a 2.25 per cent increase for active employees; and a decline in the investment performance of the pension fund over the past two years has resulted in an increase in the contribution rate for fiscal year 2004 from 6.25 per cent to 7.59 per cent of payroll, with the additional cost to the General Fund at approximately \$702,000.00.

It was explained that the proposed 1.4 per cent increase to eligible members of the Plan, effective July 1, 2003, will increase the average annual retirement allowance by approximately \$149.00, costing the Plan an additional \$212,213.00 annually; the actual cost of a 1.4 per cent cost of living adjustment is estimated at \$2.0 million to be funded over the next 20 years through the annual payroll contribution rate which results in an increase of approximately \$133,000.00 in annual contributions to the Plan; the increase applies to those retirees who retired on or before July 1, 2002; approximately 1,422 of 1,492 retirees, or 95 per cent of those receiving benefits as of April 30, 2003, will be eligible for the increase, which increase will apply to a member's or surviving spouse's annual retirement allowance, excluding any incentive payments made under the Voluntary Retirement Incentive Program established by Ordinance No. 30473-41591 adopted on April 15, 1991, or to the retirement supplement paid according to Section 22.2-61 of the City Code; and all City operating funds, along with the Roanoke Regional Airport Commission, School Board, Roanoke Valley Resource Authority, Roanoke Valley Detention Commission, and the Commonwealth of Virginia, will assume their pro rata cost for funding the cost of living adjustment.

The City Manager and the Director of Finance recommended adoption of a measure granting a 1.4 per cent cost of living adjustment for eligible retirees.

The City Manager advised that if one were to compare what the City of Roanoke provides to its retirees, including the health insurance supplement, and what the City does on a regular basis for cost of living adjustments, Roanoke is more generous with its retirees than many other retirement systems, public and private. She stated that the VRS system is strictly a retirement benefit and does not include a health insurance component which is left up to the discretion of the individual localities.

Ms. Wyatt referred to the concern of retired teachers who have been unsuccessful to date in persuading the School Board to provide the \$75.00 matching funds for health insurance which is a minimal amount of money and would allow retired teachers to access State funds to help supplement their health care costs.

The City Manager responded that two years ago, because of the Council's expressed concern, the City administration drafted a communication that stated if the School Board would like to make the benefit available for retired teachers, the then City Council would consider providing an additional amount of funds for that express purpose; however, no response was received from the school system. She advised that last year, the State, along with its myriad of reductions, also passed back to participating localities the cost that had previously been State funded for health insurance; therefore, local school boards that had elected to provide the benefit had to assume an additional cost that had previously been a State cost. She stated that the matter could be a potential agenda item for discussion by Council and the School Board at its joint meeting on Thursday, May 7.

The City Manager was requested to clarify a statement which was made by a speaker at the May 1, 2003 public hearing on the proposed 2004 fiscal year budget that exceptional pay programs for certain segments of the City organization are becoming too common.

Mr. Key explained that Council approves certain initiatives each year in the Pay Plan Ordinance, such as the Career Enhancement Program in the Police Department, and incentives for Fire/EMS for different levels of emergency medical services classes and certifications, etc. He stated that major restructuring/reclassification of labor and trades jobs classifications and the Community Policing Specialist designation program are new programs proposed for implementation in fiscal year 2004.

The City Manager called attention to a provision, which has been an ongoing part of the City's pay and classification ordinance, that allows for payment for meritorious performance in the form of up to a maximum of five per cent of salary as a one time adjustment that can be awarded in a lump sum payment or incorporated into pay, which would fall into the category of an individual receiving a benefit versus an entire class, and can only be awarded by the City Manager. She advised that during her tenure as City Manager, the one time bonus option has been encouraged, as opposed to incorporating an increase as a permanent part of salary.

There was discussion in regard to conducting public hearings at an earlier time in the budget development process in which it was stated that this is an option that can be pursued if Council so desires, and Council's Budget and Planning Committee may want to discuss the option at a future meeting. It was noted from staff's perspective that it would be helpful for the Budget and Planning Committee to determine what it would like for the outcome of such a public hearing to be, and how the outcome would be used to benefit the overall budget development process; another issue is that of timing since Council usually holds its Financial Planning Session in March of each year, therefore, the public hearing should be held far enough in advance of the session to allow staff adequate time to process the results of the public hearing for consideration by Council. Another timing consideration is the "normal" release of the Governor's State budget recommendation in December, therefore, the public hearing should be held afterwards to allow agencies funded through the State budget to determine the impact on their operations.

Council Members Wyatt and Bestpitch lended their support to the above suggestion by the City administration. It was also suggested that the budget public hearing could be held on a third Monday at 7:00 p.m., which meetings are routinely devoted to public hearings.

The City Manager advised that the Law Library expenditure budget is determined by the amount of fees collected in support of its operation; the Code of Virginia, Section 42.1-70, allows local governments to assess a fee of \$4.00 per civil action or suit filed in local courts in support of law library operations and Roanoke has collected this fee amount since it was last increased in 1988; the fee is expected to generate approximately \$120,000.00 in fiscal year 2004 and a \$119,271.00 expenditure budget is recommended; Roanoke's Law Library will close on Thursdays, effective July 1, 2003, as a cost reduction measure; this is yet another local service reduction made necessary by the State's decisions to reduce aid to localities and not give localities local flexibility to generate revenues needed to provide adequate services; and the main library budget has been reduced also in the amount of \$35,844.00 because of State aid reductions, necessitating a reduction in operating hours.

The City Manager explained that the Roanoke Bar Association has agreed to contribute an additional \$3,500.00 annually to offset the cost of specific services provided by the Law Library for its members; until recently, Roanoke Bar Association members had after-hours access to the Law Library with personal keys, however, this practice has been discontinued with heightened building security measures that were recently implemented.

It was explained that it is recognized that the current fee structure does not adequately provide for necessary staffing and materials for law libraries across the State, not just in Roanoke, and recent attempts to have the fee level increased by the General Assembly have been unsuccessful; localities plan to lobby the fiscal year 2004 General Assembly for an increase in the fee from \$4.00 up to \$6.00, which would generate an additional \$50,000.00 to \$60,000.00 in funding for Roanoke's Law Library; and this may be an issue that the Council would want to include in its 2004 Legislative Agenda package.

Mr. Bestpitch expressed concern with regard to maintaining the collection of materials in the Law Library because in the long run it could cost more to rebuild the collection. He stated that the matter should be considered in the perspective of what needs to be done over the next few years to get the library plan completed, and a better way to address the law library over the long term should be included in the overall library study.

The Director of Finance called attention to an existing agreement which provides that the City and the Law Library would share 50/50 on any shortfalls in the operating budget; whereupon, the City Manager was requested to review the document and report back to Council accordingly.

The City Manager advised that there is a belief by the Roanoke Bar Association that the collection should be more accessible to the public; there is a difference of opinion between the City's Library Director and representatives of the Roanoke Bar Association as to the impact, if any, that a reduction in available funds will have on the Law Library; and City staff has recommended dealing with the issue through a reduction in operating hours of the Law Library and a long term solution is needed with regard to location of the Law Library. She stated that the Roanoke Bar Association is aware of the contractual responsibility to come up with one half of the short fall, but has stated that it will make \$3,500.00 available. She advised that there will be an effort to contact Bar Associations in neighboring jurisdictions that also use the City's Law Library to determine if they are willing to make a contribution. She stated that the amount of funds is not the issue, but the principle inasmuch as the City passed on to the public library, which serves a significantly larger population than the Law Library, the State cut for state aid to public libraries, and in order to accommodate the decrease in funds, the City has reduced library operating hours. She advised that when the Law Library receives the unintended consequence of fewer filings and therefore less money, it is believed in the spirit of the previous direction by Council, that staff should find a way to meet the reduction, and the solution is a recommendation for a reduction in hours.

There was discussion with regard to Local Colors and its association with Event Zone. Question was raised as to the funding source for the salary of the Local Colors Coordinator; whereupon, the City Manager advised that the City has not contributed local dollars to Local Colors, other than in kind support; and funds are included within the Event Zone contract for grants to organizations to develop festivals and to fund staff positions.

The Mayor referred to action taken by the Budget and Planning Committee in reducing the amount of funds expended by the Mayor's Office for speech writing purposes. He advised that it was unclear as to whether the reductions applies to the fiscal year 2004 budget year, or if the reduction was effective on the date that the motion was adopted by the Budget and Planning Committee. The City Attorney advised that he would research the minutes and advise Council accordingly.

Ms. Wyatt requested that the City Manager review the current policy for access to the Noel C. Taylor Municipal Building in order to make the building more user friendly to citizens and staff. She stated that requiring persons to access the building by using the second floor main entrance only presents a hardship for some persons.

The City Manager advised that the City should not return to the way the Municipal Building was accessed prior to Homeland Initiatives and, in fact, the number of access points should be minimized in the future. She stated that she knew of no Municipal Building that has the number of public access points as Roanoke City that were unmonitored prior to staff giving severe scrutiny to the access points. She explained that the building must be handicapped accessible, and currently the only access point is one door on the first floor, however, staff is reviewing options to provide for handicapped accessibility at another location, in addition to a keyless system for the front door. She called attention to repeated complaints by City employees about the lack of security in the Municipal Building, and as soon as security measures were instituted, complaints were received about the inconvenience.

It was the consensus of Council to hold in abeyance the discussion regarding positions in the Fire/EMS Department until Thursday, May 8, following the joint meeting of Council and the School Board.

At 10:25 a.m., the meeting was declared in recess until 8:30 a.m., on Thursday, May 8, 2003.

The Council meeting reconvened at 8:30 a.m., on Thursday, May 8, 2003, in Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, Virginia, with Mayor Ralph K. Smith and School Board Chair Gloria P. Manns presiding.

COUNCIL MEMBERS PRESENT: William D. Bestpitch, M. Rupert Cutler, C. Nelson Harris, Linda F. Wyatt (arrived at 8:45 a.m.) and Mayor Ralph K. Smith-----5.

COUNCIL MEMBERS ABSENT: William H. Carder and Alfred T. Dowe, Jr.----2.

SCHOOL TRUSTEES PRESENT: F. B. Webster Day, Marsha W. Ellison, Melinda J. Payne, Robert J. Sparrow, Ruth C. Willson and Gloria P. Manns, Chair--6.

SCHOOL TRUSTEE ABSENT: William H. Lindsey-----1.

OTHERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; Mary F. Parker, City Clerk; Richard L. Kelley, Deputy Clerk, Roanoke City School Board; Rita Bishop, Associate Superintendent of Instruction, Roanoke City Schools; and Cindy Lee, Clerk Roanoke City School Board.

BUDGET-SCHOOLS: Chairperson Manns extended the regrets of Superintendent Harris who was on vacation and Mr. Lindsey who was out of the City. She called on Assistant Superintendent Richard Kelley to present highlights of the fiscal year 2004 School budget.

Mr. Kelley called attention to discussions by the School Board with regard to the overall purpose of the School Board, which is to educate all children of the City of Roanoke in order to become productive citizens, to discover the wealth within all children, and to assist all children in realizing their full potential. He stated that out of that venue, the School Board discussed which programs and activities are important; and how to go about achieving the School Board's purpose which is to provide quality staff, to implement programs to develop the talents of all children, and to ensure that facilities are safe, clean and modern. He advised that preliminary budget discussions addressed the question of how the School Board should allocate available resources to achieve its purposes; i.e.: to examine priorities and available funds, to determine the best use of available funds, and to eliminate or reduce programs not directly contributing to the purpose of the School Board. He reviewed charts of General Fund City revenue changes from fiscal year 2001 to 2004, State revenue changes from fiscal year 2001 to 2004, General and Food Service Funds from fiscal year 2001 to 2004, enrollment from fiscal year 1995 to 2004, and

employee salaries from 1995 to 2003. In terms of maintenance of services, he stated that there is a net projected increase of \$2,641,642.00 for fiscal year 2003-04, and cost reductions of \$1,711,026.00, for a total increase of \$930,616.00; and most of the increase is due to employee health insurance at \$1.95 million, special education/Ell costs at \$165,000.00, school technology systems costs at \$89,000.00, City retirement at \$75,000.00, maintenance of student records at \$47,500.00, school checking service charges at \$30,000.00, property and casualty insurance premiums at \$25,000.00, and the food service fund at \$210,000.00

Mr. Kelley reviewed the following cost reductions:

Personnel - (\$867,000.00)
Personnel lapse in salaries and positions - (\$574,000.00)
Administrative staff 2.4 fte - (\$125,000.00)
Teacher extended contracts 3.75 fte - (\$168,000.00)
Programs - (\$255,000.00)
Local match Blue Ridge Technical Academy - (\$50,000.00)
Local match Noel Taylor - (\$28,000.00)
Magnet theme programs - (\$39,000.00)
Truancy program match due to loss of State funds - (\$40,000.00)
Tuition for Governor's School and Minnick Center (\$98,000.00)
Funding restored for \$100,000.00 of original reduction of \$150,000.00
Operating costs - (\$445,000.00)
Department supplies and postage - (\$43,000.00)
Utilities and purchased services - (\$324,000.00)
Professional development - (\$78,000.00)
Other costs - (\$141,000.00)
New textbook adoptions - (\$99,000.00)
Equipment replacement - (\$42,000.00)
Debt service - (\$84,000.00)
Current debt service - (\$141,000.00)
New debt service - (\$57,000.00)

He advised that budget proposals include Employee Salary Raises of 5.4 per cent totaling \$3.6 million, Principals' Salary Upgrade (Phase 2) totaling \$118,500.00, High School Debt Service Reserve totaling \$350,000.00, Ruffner After School Program totaling \$70,000.00, Teacher Substitute Pay totaling \$197,000.00, High School Seventh Period Day totaling \$1.05 million, and Summer School Salary Raise totalling \$165,000.00. He reviewed the revenue summary update as of April 17, 2003, as follows:

Total Revenue Change - \$3.78 million

State - \$1.19 million

City - \$2.17 million

Federal/Other - \$80,000.00

Food Services - \$336,000.00

Mr. Kelley was requested to provide an update on funding for a health insurance supplement for retired teachers; whereupon, he called attention to a program in which the State provides funds for health insurance premiums, regardless of what the locality does, the locality has an option of also participating and the locality's participation means that the retiree would get an extra \$900.00 per year toward the health insurance premium to match the State's approximately \$900.00 per year. He advised that it was estimated last year that it would cost the Roanoke City school system approximately \$228,000.00, and the School Board made the decision not to fund the program, and funds were not included in the 2004 budget due to budget constraints. He stated that the cost continues to escalate and it is estimated that it would cost approximately \$230,000.00 - \$235,000.00 to participate in the State option.

There was discussion in regard to how the City of Roanoke compares with other localities in the Roanoke Valley in terms of teacher salaries; whereupon, Mr. Kelley advised that Roanoke City is higher than Roanoke County by about \$200.00 - \$300.00 per year, the City of Roanoke begins to fall behind Roanoke County in the middle of the salary scale around year ten, and in year 15, Roanoke City begins to advance beyond Roanoke County. He stated that for senior teachers with more than 20 years of experience, Roanoke City is significantly above Roanoke County; Roanoke City is above Franklin County in the beginning salary, although the senior salary is higher in Franklin County; and Botetourt County has almost caught up with the City of Roanoke and surpasses the City in some areas. In terms of the overall competitive situation, he advised that with the 2004 budget, Roanoke City will be able to catch up somewhat, but there are still areas of inconsistencies.

There was discussion in regard to teacher morale in which it was pointed out that the pay structure is part of the reason for the employee turn over rate, and other issues enter into the question which may be specific to some teachers but not to all teachers.

There was further discussion in regard to the cleanliness of rest rooms in some schools, the lack of paper towels, no indication that hands are washed after using rest room facilities, and toilets that are not flushed. It was stated that if the school system is concerned with the well being of Roanoke's children, cleanliness of facilities should be a paramount issue.

In response, Mr. Kelley advised that he would investigate specific situations and talk with school principals and custodial supervisors. He called attention to major efforts over the past several years to keep high school rest rooms in better condition which has involved substantial sums of money.

Concern was also expressed in regard to the cleanliness of the Auditorium at Patrick Henry High School, and school custodians who were not always in attendance to oversee scheduled events.

Mr. Kelley reviewed final budget recommendations dated April 17, 2003 in the General and Food Services Funds Budget, as follows:

Total Revenue Increase totalling \$3.78 million

Maintenance of Services totalling \$930,500.00

Average Salary Raise of 3.05 per cent for Teachers/Administrators and 3.25 per cent for Classified Employees totalling \$2.1 Million

Upgrade of Principals' Pay totalling \$118,500.00

Debt Service Reserve totalling \$350,000.,00

Ruffner After School Program totalling \$70,000.00

Teacher Substitute Pay Increase totalling \$197,000.00

Other Initiatives totalling \$48,000.00

Mr. Kelley presented a briefing on the Patrick Henry High School construction project which started in 2000-01, at which time the long range planning committee developed a high school program curriculum; using the curriculum, a high school facility study was prepared by Richard Rife and Associates which consisted of six subcommittees; i.e.: academics, fine arts, community use, athletics, school plant

and auditorium; and a series of meetings were conducted over nine months and attended by approximately 125 community and school representatives. He advised that the long range planning committee met and reviewed concepts from August 2001 - March 2002 of high school plans, options for high schools, and recommendations to the architect on how the high schools should be structured for the 21st century. He called attention to an approved facility study for both high schools; and the community has expressed a desire for a new facility image that would be open and inviting to the public in a single building, with the facility to be organized into a smaller starting community of 500 - 600 students. He advised that input from the community centered around greater community use such as a media center, adult career development, arts and athletic facilities and a full range of technology and flexibility. He explained that the recommendations apply to both Patrick Henry and William Fleming High Schools; the facilities study recommended that all present buildings be replaced, except Gibboney Hall; a new building under one roof will be constructed with a capacity for 1,600+ students; and the building has a library, fine arts, cafeteria, and gymnasium under the same roof, athletic fields and a track.

He stated that the facility will be constructed in four phases, and presented slides of Phase I - classroom building, cafeteria, and library; Phase 2 - arts facility; Phase 3 - gymnasium; and Phase 4 - final athletic fields and parking build out.

In regard to a time line, Mr. Kelley advised that design plans will be developed in March 2004, the project will be bid in April 2004, projects will be awarded in May 2004, construction will commence in June 2004, building construction will be completed in December 2005 and athletic fields and grounds will be completed in June 2006.

The following budget break down was provided for the Patrick Henry High School project:

Total budget = \$38 Million

Architect & Engineering Fees = \$2.75 Million

Construction Cost = \$32.25 Million

Furniture and Equipment = \$3.0 Million

Project Funding

City Share = \$19 Million (City bonds)

School Share = \$19 Million (Literary Fund/VPSA bonds)

With regard to the provision of health care services to students, the City Manager pointed out that the school setting is an ideal location and plans for Patrick Henry High School call for additional space to be available for health services as the opportunity becomes available for those kinds of services in the future. She advised that as buildings are planned for the future, staff will be looking at ways to do things better.

Upon question, Mr. Kelley advised that the track facility will be designed to meet standards for athletic competition; however, there will be certain budget constraints; and exterior design of the two high school buildings will include an identifiable front entrance that will be architecturally appealing and inviting.

There was discussion with regard to enhanced security; whereupon, Mr. Kelley explained that with all facilities under one roof, security cameras will be equipped with the latest in technology, and it will be easier to identify those persons who should not be on the school campus; landscaping will be provided within budgetary limitations; the school system will meet the requirements of the City Engineer in regard to storm water management; and the project is tied into the greenway around Raleigh Court Elementary School.

In terms of security, there was discussion with regard to reducing the number of school resource officers in two or two and one-half years, rather than in fiscal year 2004; whereupon, Mr. Kelley advised that the Superintendent is currently working on a study in conjunction with the Chief of Police in regard to the need for school resource officers at Patrick Henry High School, and it is expected that they will reach an agreement by June 2003, provide a recommendation to the School Board, and if a third resource officer is warranted, the officer will be in place for the next school year. He stated that whether or not the resource officers will continue to serve after construction of the school building is completed will be determined at that time.

In regard to financing for Patrick Henry High School, the Director of Finance advised that in the near future, Council will be requested to schedule the required public hearing to authorize issuance of debt, and even though construction will not start until 2004, it will be necessary to appropriate anticipated bond proceeds.

Rita Bishop, Associate Superintendent of Instruction, presented a briefing on Career and Technical Education (Vocational Education) and an update on the Blue Ridge Technical Academy.

Mr. Bestpitch suggested that Council and the School Board engage in a discussion relative to the philosophy of vocational/technical education, as opposed to a review of the document that was forwarded to Council for review several days ago.

Following discussion, it was the consensus of Council and the School Board that Ms. Bishop would present the briefing, to be followed by a discussion on philosophy.

Ms. Bishop advised that Career and Technical Education must be updated to reflect the market place and market place needs. She stated that the philosophy of Roanoke City Schools is that most, if not all students, can benefit in career and technical education; the school district has to do everything possible to create and sustain viable offerings; and the school district needs to increase its enrollment in career and technical education. She stated that the Noel C. Taylor Learning Center is an important part of Roanoke's school system in addressing the needs of those students having behavioral difficulties and other kinds of problems.

There was discussion as to how the time of the Principal can be divided between the Noel C. Taylor Learning Center and the Blue Ridge Technical Academy and still be able to give both programs the kind of attention that is necessary; and how can the assignment of one person as Principal to both facilities support Roanoke's philosophy of education.

Ms. Bishop responded that the Planning Director at Noel C. Taylor Learning Academy also served as Principal at Blue Ridge Technical Academy the preceding year, a new assistant to the Planning Director has been assigned to Blue Ridge Technical Academy, therefore, full time leadership is provided at Blue Ridge Technical Academy. She advised that she would share the concerns of Council with the Superintendent of Schools; however, at this point, in terms of enrollment numbers and given the Planning Director's past experience at Blue Ridge Technical Academy, it is important that there be directional continuity.

It was suggested that there should be a connectivity with the work place and that partnerships should be developed within the business community to determine their needs and to design a curriculum that ensures that students will have jobs upon graduation.

During the discussion, it was noted that the City of Roanoke is one of only two school districts in the entire Commonwealth of Virginia that does not have a seventh period day.

Ms. Bishop reviewed program enrollment data for the period 2001-2004, including courses in Business Education and Marketing, Health Occupations, Work and Family Studies, Technology Education, and Trades - Industrial, showing a total of 3,038 students in 2001-02, 2,880 students in 2002-03 and 2,910 projected enrollment in 2003-04; and Certification data in connection with the Aeronautics program for the period 1999-2002, showing that 23 students received their Pilot's Designation and ten students received their Private Pilot's License. She also reviewed data on the Occupational Certification Program, including the Auto Mechanics program, Automotive Service Excellence Exam (ASE) and Automotive Service Excellence Certification; and for the period 2000-01, two students prepared to take the exam, in 2001-02 two students passed the first part of the exam, and in 2002-03 six students will receive their Automotive Career Studies Certificate; and the Cosmetology Program and Virginia Hairdresser License Program showing that in 2000-01 six students prepared to take the exam, in 2001-02 two students took the exam, and in 2002-03 six students prepared to take the exam. She called attention to the Health Careers program and First Responder Certification (EMT) program, and advised that the new program was approved in 2001-02 and in 2002-03 students will be prepared to take the exam; and the Metal Working Technology program and the American Welding Certification, showing that two students were certified in 1999-2000, two students passed the exam in 2000-01 and two students will be prepared to take the exam in 2001-02.

Ms. Bishop advised that new course directions will consist of sports, entertainment and recreation marketing, virtual enterprise and criminal justice; next steps to be taken in the program include the development of community partnerships, more teachers will be encouraged to participate in workshops and internship programs, continue to increase dual enrollment, development of new occupational certification programs such as microsoft office specialist in 2003-04 and AutoCAD to follow, explore additional avenues for school-to-work transition, enhance programs through purchase of new equipment using Federal funds, and address the needs of special population students in cooperation with special education personnel.

She stated that the Blue Ridge Technical Academy is a specialized charter school offering academics, workplace training and partnerships and technology; and called attention to curricula being developed with Johnson and Johnson as a primary partner, the Roanoke Higher Education Center, Virginia Western Community College and associate partners, and Carilion Health Systems, Carilion Bio-Medical Institute and the College of Health Sciences as potential partners. She stated that the goal is to provide students with exposure to health careers, employability skills through problem solving and teamwork, a technology enriched curriculum, ongoing teacher professional development and work-based learning opportunities.

With regard to current enrollment in technology in the workplace, Ms. Bishop advised that there are 22 10th and 11th graders and 23 GED (ages 16 - 18); Informational technology, multimedia desktop publishing, dual enrollment and microsoft career studies include 22 10th and 11th graders and 23 GED (ages 16 - 18) enrolled in the program; and Career Pathways include 22 10th and 11th graders and 23 GED (ages 16-18) enrolled in the program.

The Mayor invited comments with regard to the relationship between Council and the School Board; whereupon, it was the consensus of Council that the topic could be included on the agenda for a future Council/School Board retreat.

There being no further business to be discussed with the School Board, at 9:50 a.m., the Mayor declared a brief recess.

The Council meeting reconvened at 10:00 a.m. with Mayor Smith presiding, and all Members of the Council in attendance, with the exception of Council Members Carder and Dowe.

In response to a remark by Council Member Wyatt with regard to the possibility of identifying \$500,000.00 for a seventh period day for Roanoke City Public Schools, the City Manager advised that the estimate which was provided to the schools in December was approximately \$400,000.00 less than the final number and the school administration has been informed of an additional \$400,000.00 that will be made available to the school system based on the funding formula distribution to be used at whatever level the school system deems appropriate. She stated that the school system has chosen to allocate the \$400,000.00 to other priorities, and previous City Councils have been committed to maintaining compliance with the formula for distributing funds between the City and the Schools.

BUDGET: The City Manager referred to a recommendation to hold vacant for fiscal year 2004 six fire fighter positions, and requested that the Fire Chief respond to questions by Council and provide a brief overview of the rationale behind the recommendation. In clarification, the City Manager advised that this is a different recommendation from the recommendation that was submitted last year in which it was proposed to eliminate positions from the budget, to which there was a modification of the recommendation by Council. She stated that the recommendation for fiscal year 2004 is not to eliminate positions, or to remove positions from the budget, but to not budget for the funding of six positions for 12 months which will provide an additional \$245,000.00 to help balance the fiscal year 2004 budget. She advised that neither the City Manager or the Fire Chief would make a recommendation to City Council that they believe would, in any way, endanger the lives of citizens of the community. She assured Council that the recommendation received considerable discussion, several additional positions above and beyond the six that are proposed, could have been recommended to be left unfunded, but it was believed that six positions was a reasonable number in view of the budget reductions that are being required elsewhere throughout the City organization. She advised that the needs of the City of Roanoke and its citizens can be adequately addressed through the level of funding that is recommended in the 2004 budget for the Fire Department.

At 12:00 noon, the meeting was declared in recess for lunch.

At 1:00 p.m., the Council meeting reconvened in Room 159, Noel C. Taylor Municipal Building, with Mayor Smith presiding, and all Members of the Council in attendance, with the exception of Council Members Carder and Dowe.

Chief Grigsby presented an overview of current staffing in the Fire-EMS Department. He advised that currently, on a daily basis, a fire staff of 67 persons are on duty; and inventory consists of 12 engines, four aerial ladders, and seven medic units plus command units, in Clearbrook. He stated that for each staffing position, 3.65 full time employees equivalent personnel must be maintained, which means that every staff person would work 100 shifts per year, and 245 employees must be maintained in order to keep the 67 persons on duty at all times. In the operations division, he advised that there are 255 fte (full time employee) allocated positions which provides the required ten fte allocated positions. He explained that the proposal under consideration takes six of those ten positions, and leaves the positions unfunded for one year. He explained that in December, 2002, all vacancies were filled, but as of May 1, 2003, there were 14 vacancies in the Fire/EMS division. He advised that other options were considered; however, the City Manager's directive was to provide for a significant review of the budget, with no reduction in service, while maintaining 67 persons on duty each day.

Mr. Bestpitch expressed concern that the staffing level was at 255 in December and currently there are 14 vacant positions which have occurred in a short period of time; therefore, the number could easily dip below the 245 fte which should be the minimum. He stated that if six more positions are unfunded, there could be instances when 245 full time employees are not on staff for various reasons such as leave time, military duty, etc.

Chief Grigsby advised that in 1996, approximately 40 employees of the Fire/EMS department had 30 years of service which was a high senior employee rate, and the average seniority at that time was 17 years; over the last four to five years, the numbers have dropped and currently three employees have over 30 years of service and approximately 21 employees have over 22 years of service; therefore, the high fluctuation cycle will start to stabilize with a more normal attrition rate of four to five per cent per year. He advised that the average tenure currently is 12 years, as opposed 17 years, which equals less leave time being generated.

Ms. Wyatt expressed concern with regard to the number of fire fighters who are required to work their own shift, and then held over to work another 24 hours, which means that the firefighter has worked a continuous total of 72 hours without a break.

Chief Grigsby advised that normally, holder overs are on the basis of a one to two hour time frame which fluctuates due to the overtime cycle, the winter season, the period between Thanksgiving, Christmas and after New Years holidays. He stated that the department is currently experiencing a high vacation time with as many as ten employees off every day as they use earned vacation leave before the end of the fiscal year, as well as those employees in training, sick leave and military leave, etc. He advised that he could not think of an instance when a fire fighter was held over on a mandatory basis for 24 hours, although there might have been instances when it has occurred, and fire fighters have the option to volunteer to work another 24 hour shift. He responded to a question with regard to a fire company being out of service due to lack of staffing, and advised that on a regular basis, staff will engage in training functions; however, the established standard provides that the unit is not more than three minutes out of service at any given time and can be called upon whenever there is a major fire. He stated that a company could be out of service for mechanical problems, or because medic units are enroute to a hospital, or obtaining supplies, etc.

The Mayor advised that Roanoke is a City of approximately 95,000 persons which equals one fire fighter on duty at all times for each 1400 citizens, and noted that the City of Hampton has one fire fighter for each 2800 citizens, the City of Norfolk has one fire fighter for each 2100 citizens and the City of Newport News has one fire fighter for each 2200 citizens. He inquired as to why the number is higher in the City of Roanoke with one firefighter per each 1400 citizens. Chief Grigsby called attention to historical data and advised that four years ago, the City of Roanoke had 14 fire stations as opposed to 13 today; 67 daily full time employees is a high number and provides a tremendous level of service to the community, and the City of Roanoke is heavier staffed on a per capita basis than many other communities in the Commonwealth of Virginia. He stated that Roanoke is not any more or any less at risk than other communities in Virginia; Roanoke is an inner city with housing that dates back to the late 1800's and early 1900's, Roanoke has an ageing population base with more nursing homes coming on line, all of which are major concerns, however, many of those same conditions exist in other Virginia communities. He advised that the City Manager's recommendation will not impact the City's ISO rating.

Mr. Cutler inquired about the attitude of staff with regard to working overtime; whereupon, Chief Grigsby advised that for the most part, overtime is considered to be an extra perk since most of the fire staff have part time jobs and they can earn more money through City overtime pay; therefore, to a certain extent, overtime is considered to be a benefit. He stated that regular over time for the year totals \$130,000.00 and FALSA totals \$135,000.00.

Chief Grigsby advised that in 2002, the Fire/EMS division responded to 17,395 medical calls, with approximately 10,000 requiring transportation, and of those 10,000 incidents, 33 occasions required that services be diverted to another fire company.

Vice-Mayor Harris requested clarification as to the difference in eliminating six positions and unfunding six positions; whereupon, the City Manager advised that if one were to compare the current years' budget and the proposed budget in regard to the number of positions in the fire department, the number remains unchanged, and if elimination of a position was proposed, there would be a difference in the two numbers. With reference to a number of positions in the City's budget, she advised that staff chose to recommend elimination of positions in those instances where it was convinced that on an ongoing basis, the City could operate without the positions; and there was another group that included the six positions in the Fire Department in which it is recommended that the six positions would be left vacant and the salaries would not be budgeted in the Fire Department's budget. She stated

that if there is an unusual situation and there is a need to immediately fill the six positions, authorization by Council would be requested and it would then be up to the City Manager to identify the necessary funds for the positions. She advised that neither the Fire Chief or the City Manager would make a recommendation to Council that would jeopardize the safety of Roanoke's citizens.

Vice-Mayor Harris inquired if this is an initial step to ultimately eliminate the positions; whereupon, the City Manager responded that she could not make six a prediction because she did not know what the year will show; however, that was not her intent as she submitted the recommendation to Council.

Mr. Bestpitch advised that his first priority as a Member of Council is to ensure that the City has the available minimum staffing to operate fire equipment, which is 245 full time employees; another priority is to improve coverage in areas of the City where the minimum response time is four minutes or less; a third priority is to continue to look at opportunities to partner with Roanoke County, ultimately leading to the development of a single Fire/EMS Department to serve both Roanoke City and Roanoke County; and last is to eliminate the friction of a volunteer service for REMS (Roanoke Emergency Medical Services), which does not fit in the 21st century in an urban center like the City of Roanoke. He stated that the City does not have, nor does it have the probability of having, the capacity to recruit enough volunteers to provide staff for REMS, but the City continue to have part time positions to ensure that units are staffed, without professionalizing the positions and making them a part of the City's Fire/EMS Department. He advised that unfunding the six positions will not support his priorities for Roanoke's Fire/EMS division.

The Mayor advised that Roanoke currently provides one fire fighter for each 1400 citizens; however, no assurance can be given that with six additional firefighters or 16 additional firefighters, there will not be another fire in the City of Roanoke. He spoke to the amount of funds budgeted by the City of Roanoke per capita for fire/emergency medical services compared to other Virginia localities; currently, it is not possible to reach all homes in the City of Roanoke within a four minute response time; the City of Roanoke has as many fire stations as are practical; Council should be concerned about the welfare of Roanoke's citizens whose tax dollars are used to fund services provided by the City; and he has heard no comments about how Roanoke's citizens can survive in view of proposed expenditures by City government.

The Mayor invited Council to direct management.

Mr. Bestpitch moved that the six fire fighter positions be funded in the fiscal year 2004 budget. The motion was seconded by Ms. Wyatt and adopted by the following vote:

AYES: Council Members Bestpitch, Harris, and Wyatt-----3.

NAYS: Council Member Cutler and Mayor Smith-----2.

(Council Members Carder and Dowe were absent.)

In funding the six fire fighter positions in the fiscal year 2004 budget, Ms. Wyatt suggested that the City administration look at services/programs, etc., as opposed to employees, which could create a morale problem.

Pursuant to discussion by Council on Wednesday May 7, the City Manager reported on the status of the Law Library budget. She referred to previous discussions with regard to an agreement dating back to the late 1970's which provides that any expenses in excess of the fees collected would be borne on a 50/50 basis between the City of Roanoke and the Roanoke Bar Association. She also referred to a subsequent agreement in 1999 which provides that the Bar Association will attempt to support, but does not have a requirement for a 50/50 match in excess of any collected revenues. She stated that the Director of Library Services advises that in order to balance the 2004 fiscal year budget, there is a need to decrease the amount budgeted for publications which might be harmful to the overall Law Library collection, but would not adversely affect the core library collection. She advised that the Law Library has requested funding from the Roanoke Bar Association since the 1990's, but to date has not received financial support; the Roanoke Bar Association voted to make a \$3,000.00 contribution to the Law Library for items such as telephone lines, West Law on line, and data base which are items that the Bar Association would like to be covered by the Law Library and does not represent new money to address the deficit.

In summary, the City Manager stated that it is anticipated that there will be a loss in filings, and therefore a reduced budget for the Law Library; there will be an on going effort to determine which publications should not be renewed; shorter operating hours are recommended to cover the balance of the Law Library deficit; and the Library Director continues to indicate that the reduction will not have a harmful impact on the core collection of the Law Library.

There being no further business, the Mayor declared the meeting adjourned at 2:40 p.m.

A P P R O V E D

ATTEST:

Mary F. Parker
City Clerk

Ralph K. Smith
Mayor
